



Dear FMI Connect Exhibitor:

FMI Connect, co-located with the U.S. Food Showcase, the United Fresh Produce Show, the International Floriculture Expo, InterBev Beverage and Sabor Latino, is bringing together the most influential players in food retail for four days of collaboration and problem-solving and innovation.

We are pleased to welcome you as an Exhibitor at this year's event! The Exhibitor Service Manual contains all of the vital information you need to make your show experience a success from pre-planning to arrival back at your office.

There are a few items that I would like to highlight:

### Discounts

Save your company time and money by submitting your orders early. To qualify for the best rates on exhibitor services, pay close attention to discount deadlines. For your convenience, a list of deadlines has been included in the Exhibitor Service Manual.

### Connect Business Exchange (CBX)

Exhibitors and attendees will have free access to the new FMI Connect Business Exchange (CBX) System, which makes it easy to find prospects that match your business objectives and arrange one-on-one meetings. Beginning in April you can use the system to post your company profile, send or receive and accept meeting requests and automatically build a meeting itinerary. It's like speed dating for your company! You can access CBX by logging into your on-line exhibitor dashboard. Please visit [www.fmiconnect.net](http://www.fmiconnect.net) for updated information.

### Registration & Housing

Your company receives four complimentary badges for every 100 sq. ft of contracted booth space. You can register for your complimentary exhibitor badges by visiting [www.fmiconnect.net](http://www.fmiconnect.net) and clicking on Registration & Housing. Here you will also be able to access hotel options via onPeak, the official housing provider of FMI Connect. **NOTE: Badges will not be mailed prior to the event. Please pick up your badges at the designated counters throughout McCormick Place during registration hours.**

If you have any questions regarding the Exhibitor Service Manual, please feel free to contact me via phone at (703) 259-6131, or e-mail at [fmi@naylor.com](mailto:fmi@naylor.com). For assistance with service orders or shipping, please contact Shepard Customer Service at (404) 720-8600. Contact information for additional vendors and McCormick Place can be found on the Key Contacts page of this manual.

Sincerely,

Akta Patel Parikh

## FMI CONNECT PRELIMINARY SCHEDULE

As of January 27, 2015. For updates and details, visit [www.fmiconnect.net](http://www.fmiconnect.net).

### **Saturday, June 6, 2015**

8:00 am – 5:00 pm Targeted Exhibitor Move-in

### **Sunday, June 7, 2015**

8:00 am – 5:00 pm Exhibitor Move-in

1:00 pm – 5:00 pm Registration Open

### **Monday, June 8, 2015**

7:00 am – 5:00 pm Registration Open

8:00 am – 4:30 pm FMI Connect – Connect Business Exchange (CBX) Open

8:00 am – 5:00 pm Exhibitor Move-in

### **Tuesday, June 9, 2015**

7:30 am – 12:00 pm FMI Connect – Connect Business Exchange (CBX) Open

8:00 am – 5:00 pm Registration Open

8:00 am – 10:00 am Final Exhibitor Set-up

#### **11:00 am – 4:00 pm Exhibits Open**

11:00 am – 4:00 pm FMI Connect - Learning Lounges on the Exhibit Floor

12:00 pm – 3:30 pm Connect Business Exchange (CBX) scheduled in exhibitor booths

### **Wednesday, June 10, 2015**

7:30 am – 12:00 pm FMI Connect – Connect Business Exchange (CBX) Open

8:00 am – 5:00 pm Registration Open

#### **11:00 am – 4:00 pm Exhibits Open**

11:00 am – 4:00 pm FMI Connect - Learning Lounges on the Exhibit Floor

12:00 pm – 3:30 pm Connect Business Exchange (CBX) scheduled in exhibitor booths

### **Thursday, June 11, 2015**

8:00 am – 1:30 pm Registration Open

9:00 am – 10:00 am FMI Connect Keynote Session

#### **10:00 am – 2:00 pm Exhibits Open**

10:00 am – 2:00 pm FMI Connect - Learning Lounges on the Exhibit Floor

Based on demand, CBX maybe open in exhibit booths

3:00 pm – 11:00 pm Exhibit dismantling and move-out begins

### **Friday, June 12, 2015**

8:00 am – 5:00 pm Exhibit Move-out

### **Saturday, June 13, 2015**

8:00 – 5:00 pm Exhibit Move-out

## KEY CONTACT INFORMATION

Many services are discounted if orders are placed in advance. Late and on-site orders are more costly. Advanced planning can go a long way in ensuring a successful show. If you have questions, please

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### SPONSORSHIP OPPORTUNITIES

**Food Marketing Institute**  
**2345 Crystal Drive, Suite 800**  
**Arlington, VA 22202**  
Phone: (202) 220-0737  
Fax: (202) 220-0830  
Website: [www.fmi.org](http://www.fmi.org)  
E-mail: [pcollins@fmi.org](mailto:pcollins@fmi.org)

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### SHOW MANAGEMENT

**FMI Connect Event Management**  
**Akta Patel-Parikh**  
Phone: (703) 259-6131  
Fax: (703) 934-4899  
Website: [www.fmiconnect.net](http://www.fmiconnect.net)  
E-mail: [fmi@naylor.com](mailto:fmi@naylor.com)

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### US Food Showcase Show Management

**Kristi Crutchman**  
Phone: (703) 259-6129  
Fax: (703) 934-4899  
Website: [www.nasdatradeshow.org](http://www.nasdatradeshow.org)  
E-mail: [usfs@naylor.com](mailto:usfs@naylor.com)

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### GENERAL SERVICE CONTRACTOR

**Shepard Exposition Services**  
**1531 Carroll Drive, NW**  
**Atlanta, GA 30318**  
Phone: (404) 720-8600  
Fax: (404) 720-8755  
E-mail: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

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### AUDIO/VISUAL

**Freeman Audio Visual**  
**Valeri Scaccia**  
Phone: (708) 255-7167  
Fax: (469) 621-5620  
E-mail: [Valerie.Scaccia@freemanco.com](mailto:Valerie.Scaccia@freemanco.com)  
Website: [www.freemanco.com](http://www.freemanco.com)

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### CATERING

**SAVOR...Chicago at McCormick Place**  
**Sundown Platt**  
Phone: (312) 791-7250  
Fax: (312) 791-7280  
E-mail: [SPlatt@mccormickplace.com](mailto:SPlatt@mccormickplace.com)  
Website: [www.savorchicagomcpl.com](http://www.savorchicagomcpl.com)

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### CUSTOMS BROKER & FREIGHT FORWARDER

**Agility Fairs and Events Logistics LLC**  
**1100 S Tamiami Trail, Suite B**  
**Venice, FL 34285**  
**Margaret Churchill**  
Phone: (866) 298-3422  
Fax: (941) 484-1017  
Website: [www.agilitylogistics.com](http://www.agilitylogistics.com)  
E-mail: [mchurchill@agilitylogistics.com](mailto:mchurchill@agilitylogistics.com)

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### ELECTRICAL SERVICES

**Edlen**  
**2338 S. Indiana Ave, Suite 200**  
**Chicago, IL 60616**  
Phone: (312) 674-1100  
Fax: (312) 873-3864  
E-mail: [Chicago@edlen.com](mailto:Chicago@edlen.com)

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### FLORAL

**Floral Exhibits**  
**1420 S Rockwell St**  
**Chicago, IL 60608**  
**Dave Grilli**  
Phone: (773) 277-1888  
Fax: (773) 277-1919  
E-mail: [dave@floralexhibits.com](mailto:dave@floralexhibits.com)

## KEY CONTACT INFORMATION (CONTINUED)

### FREIGHT CARRIER

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**Shepard Exposition Services**  
**Betty Cannon—Logistics Specialist**  
Phone: (888) 568-8858  
Fax: (404) 720-8733  
E-mail: bcannon@shepardes.com

### HOUSING

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**onPeak**  
Phone: (312) 527-7300  
Toll Free: (800) 631-9088  
Website: <http://www.fmiconnect.net/visiting-chicago/hotel-information>

### INTERNET & TELECOMMUNICATIONS

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**Technology Services**  
**McCormick Place**  
**301 E. Cermak Road**  
**Chicago, IL 60616**  
Phone: (312) 791-6113  
Fax: (312) 791-6159  
E-mail: [technology@mccormickplace.com](mailto:technology@mccormickplace.com)

### LEAD RETRIEVAL

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**CompuSystems, Inc.**  
**P.O. Box 6271**  
**Broadview, IL 60155**  
Phone: (708) 786-5565  
Toll Free: (866) 600-5323  
Fax: (708) 344-4444  
E-mail: [fmi@compusystems.com](mailto:fmi@compusystems.com)  
Website: [www.compusystems.com/order](http://www.compusystems.com/order)

### PHOTOGRAPHY

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**Lagniappe Studio, Inc**  
**8862 Snowbunting Court**  
**Littleton, CO 80126**  
Phone: (303) 471-2220  
Fax: (303) 471-2224  
E-mail: [photos@lagniappestudio.com](mailto:photos@lagniappestudio.com)  
Website: [www.lagniappestudio.com](http://www.lagniappestudio.com)

### PROFESSIONAL TALENT

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**AF Modeling Services, Inc**  
**1550 Spring Road, Suite 305**  
**Oak Brook, IL 60523**  
Phone: (630) 279-0500  
Fax: (630) 279-0510  
E-mail: [www.afserv.com](http://www.afserv.com)  
Website: [www.afserv.com](http://www.afserv.com)

### REFRIGERATION & FREEZER DISPLAYS

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**Lowe Refrigeration**  
**105 Cecil Court**  
**Fayetteville, GA 30214**  
Phone: (770) 461-9001  
Fax: (770) 461-8020  
E-mail: [info@LoweUSA.com](mailto:info@LoweUSA.com)  
Website: [www.LoweUSA.com](http://www.LoweUSA.com)

### REGISTRATION

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**CompuSystems, Inc.**  
**P.O. Box 6271**  
**Broadview, IL 60155**  
Phone: (708) 344-1639  
Toll Free: (877) 394-9752  
Fax: (708) 344-4444  
E-mail: [fmi@compusystems.com](mailto:fmi@compusystems.com)

### SECURITY SERVICE

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**AF Security Services, Inc.**  
**1550 Spring Road, Suite 305**  
**Oak Brook, IL 60523**  
Phone: (630) 279-0500  
Fax: (630) 279-0510  
Email: [afrain@aol.com](mailto:afrain@aol.com)  
Website: [www.afserv.com](http://www.afserv.com)

### VENUE

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**McCormick Place**  
**301. E Cermak Road**  
**Chicago, IL 60616**  
Phone: (312) 791-7000  
Fax: (312) 791-6543  
E-mail: [mcpngeninfo@mccormickplace.com](mailto:mcpngeninfo@mccormickplace.com)

# GENERAL SHOW INFORMATION

## EXHIBIT HALL SCHEDULE

### Exhibitor Move-In

**Exhibitor Move-In on June 5-6 will be targeted. Please refer to the Target Schedule in this Manual for information specific to your exhibit. General Exhibitor Move-In begins at 8 am on Sunday, June 7.**

|                                        |                 |
|----------------------------------------|-----------------|
| Friday, June 5, 2015                   | By Appointment  |
| Saturday, June 6, 2015                 | 8:00 am—5:00 pm |
| Sunday, June 7, 2015                   | 8:00 am—5:00 pm |
| Monday, June 8, 2015                   | 8:00 am—5:00 pm |
| <b>Exhibits must be set by 5:00 pm</b> |                 |

### Show Hours

|                          |                  |
|--------------------------|------------------|
| Tuesday, June 9, 2015    | 11:00 am—4:00 pm |
| Wednesday, June 10, 2015 | 11:00 am—4:00 pm |
| Thursday, June 11, 2015  | 10:00 am—2:00 pm |

**All exhibits must be staffed during show hours.**  
Exhibitor access begins two hours prior to show opening each day.

### Exhibitor Move-Out

|                         |                  |
|-------------------------|------------------|
| Thursday, June 11, 2015 | 3:00 pm—11:00 pm |
| Friday, June 12, 2015   | 8:00 am—5:00 pm  |
| Saturday, June 13, 2015 | 8:00 am—12:00 pm |

**All carriers must be checked in by 10:00 am on Saturday, June 13.**

## VENUE

FMI Connect 2015 will take place at McCormick Place, located at 2301 S. Lake Shore Drive, Chicago, Illinois, 60616. The exhibition will take place in the South Building, Halls A1 and A2; the conference will take place in meeting rooms throughout the facility. You can visit the McCormick Place website at [www.McCormickPlace.com](http://www.McCormickPlace.com) for more information about Chicago and directions to the Convention Center.

## SMOKING POLICY

McCormick Place is a smoke-free facility. Per a City of Chicago Ordinance, smoking is not allowed in any enclosed space, including exhibit halls, meeting rooms, restaurants, lobbies, hallways and garage areas. Smoking is also prohibited within 15 feet of any entrance.

## GENERAL SHOW INFORMATION (CONTINUED)

### UNION GUIDELINES

Exhibitors are required to observe all contracts in effect between service contractors, McCormick Place and labor organizations. Additional information about union jurisdiction during FMI Connect can be found in this Service Manual.

### INSURANCE REQUIREMENT

Exhibitor and exhibitor's contractors shall, at their sole cost and expense, procure and maintain through the term of this contract, the following insurance:

- a. Commercial General Liability insurance against claims for bodily injury or death, property damage, and person and advertising injury occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and products liability coverage, with combined single limits of liability of not less than \$1,000,000 per occurrence, with the Institute and its employees added as additional insureds.
- b. Worker's Compensation insurance as required by statutory law and Employers Liability with limits not less than:
- c. Bodily injury by accident...\$1,000,000 each accident
- d. Bodily injury by disease...\$1,000,000 each employee
- e. Bodily injury by disease \$1,000,000 policy limit

### NON-OFFICIAL/EXHIBITOR APPOINTED CONTRACTORS

Exhibitors who plan to use an independent service contractor for installation and/or dismantling of their booth must notify Show Management no later than May 11, 2015.

Show Management must receive a completed EAC Notification Form (located in this manual) confirming that the independent contractor will comply with all rules and regulations of the event. A Certificate of Insurance is also required and will be verified prior to I&D badges being issued.

**Without the Certificate of Insurance and EAC Notification Form, independent service contractors WILL NOT be admitted onto the show floor and Union Labor will be used to assemble and/or dismantle your exhibit booth.**

Send the EAC Form and Certificate of Insurance to:

FMI Connect Event Management  
10474 Armstrong Street  
Fairfax, VA 22030  
E-Mail: fmi@naylor.com  
Fax: (703) 934-4899

Certificates of Insurance and EAC Notification Forms must be received by FMI Connect Event Management by **May 11, 2015.**

## **GENERAL SHOW INFORMATION (CONTINUED)**

### **SECURITY AND SAFETY**

Security at FMI Connect 2015 is a top priority. **You must have a badge to be allowed on the show floor.** Any personnel not wearing an official event badge will be escorted from the show floor by security.

**No children will be allowed on the show floor during set-up or tear down. There will be no exceptions to this policy.**

### **SECURITY DESK**

Lost or stolen property must be reported to a Security Officer as soon as possible.

Please

remember that any claim must be properly documented in order to receive reimbursement from your insurance company. The Desk will be open at all times throughout FMI Connect.

### **PROPERTY RELEASE SLIPS**

Every item carried out of McCormick Place must be accompanied by the appropriate property release slip. This applies to objects carried by your or by others from your exhibit space, and will be enforced from the first day of installation to the last day of dismantling.

Release slips can be obtained at the Security Desk located inside the Exhibit Hall and must be signed by exhibit staff. These forms are the equivalent of cash and should be treated as such. Again, without the proper release, no item may be taken from the building. Exhibitors alone are responsible for their equipment and materials. FMI Connect Event Management, Official Contractors and McCormick Place can not assume liability for equipment and materials.

### **DRESS CODE**

Employees and representatives of exhibiting companies should be modestly attired to maintain the professional and business-like climate of the exposition.

## BOOTH INFORMATION

| FMI Connect Show Colors<br>General Exhibits        | FMI Connect Show Colors<br>Fresh Pavilion      | FMI Connect Show Colors<br>Health & Wellness Pavilion |
|----------------------------------------------------|------------------------------------------------|-------------------------------------------------------|
| Aisle Carpet: Tuxedo                               | Aisle Carpet: Green                            | Aisle Carpet: Green                                   |
| Back Drape: Gray and White                         | Back Drape: Gray and White                     | Back Drape: Gray and White                            |
| Side Drape: Gray                                   | Side Drape: Gray                               | Side Drape: Gray                                      |
| FMI Connect Show Colors<br>Private Brands Pavilion | FMI Connect Show Colors<br>Technology Pavilion | U.S. Food Showcase Show<br>Colors                     |
| Aisle Carpet: TBD                                  | Aisle Carpet: Green                            | Aisle Carpet: Red                                     |
| Back Drape: TBD                                    | Back Drape: Gray and White                     | Back Drape: Red and Gray                              |
| Side Drape: TBD                                    | Side Drape: Gray                               | Side Drape: Red                                       |

### LINEAR BOOTH EQUIPMENT

Linear booth construction includes:

- ◇ 8 foot high back drape (show color)
- ◇ 3 foot high siderail (show color)
- ◇ One standard Exhibitor ID Sign (7" x 44")

### BOOTH CARPET REQUIREMENT

Booth carpet, or flooring of some kind, is mandatory for all booths and is the responsibility of each

exhibitor. Carpeting must be flush with aisle carpeting on any side that meets an aisle.

Bare floors will not be permitted at FMI Connect 2015. **Show Management reserves the right to install**

**carpet, at the exhibitor's expense, in any booths which are uncarpeted on Monday, June 8 at 5:00 pm.**

### MASKING ENDS OF DISPLAY

All visible parts of a booth must be free of electrical cords and unfinished surfaces. All occupied corner and linear end booths must install end caps to hide electrical cords, unfinished surfaces, etc. If an end cap is not ordered by the exhibitor, Show Management shall have the right to have an end cap installed and billed to the exhibitor at prevailing show rates.

### FURNITURE

All furniture in a booth is the responsibility of the exhibitor. Rental furniture is available from Shepard Exposition Services, the Official General Service Contractor for FMI Connect 2015.

## **BOOTH INFORMATION (CONTINUED)**

### **BOOTH HEIGHT RESTRICTIONS**

To maintain uniformity and to prevent obstructing the view of adjoining booths, as well as to comply with the fire regulations, please note the following:

- ◇ Linear booths (one or more booths in a straight line) must not be higher than 8.25 feet in the back and 4 feet along the side dividers;
- ◇ Perimeter booths (one or more booths in a straight line along an outside wall) must not be higher than 12 feet in the back and 4 feet along the side dividers.
- ◇ Island booths must not be higher than 16 feet. No walls, partitions, or other obstructions may be erected that in any way interfere with the line of sight of any other exhibitor.
- ◇ Split Island booths must not be constructed higher than 16 feet in the rear and have no back wall line of sight restrictions.
- ◇ End Cap or Peninsula booths may be constructed to the maximum applicable height only in certain areas of the booth. Please e-mail [fmi@naylor.com](mailto:fmi@naylor.com) for more information.

As a general rule, Show Management will follow IAEE (International Association of Exhibitions and Events) recommended guidelines. IAEE Rules are not meant to supersede rules and regulations established by Show Management and/or the Show Organizers.

Exhibitors desiring to use nonstandard booth equipment, signs, decorations, or arrangements of display material, which conflict in any way with the above regulations, must obtain written permission from Show Management.

**It is recommended that ALL exhibitors with exhibit space equal to or greater than 400 sq. ft. in an Island, Split Island or Peninsula/End Cap configuration submit their exhibit design rendering with measurements to Show Management at [fmi@naylor.com](mailto:fmi@naylor.com) for approval by **May 11, 2015**. The same is required for companies within a pavilion.**

## DEMONSTRATIONS AND SAMPLING

At FMI Connect, we understand that demonstrations and sampling are an important part of your exhibit. Please review the following considerations in planning for this year's event.

### DEMONSTRATIONS

Demonstration areas should not be placed on the aisle line of your exhibit if you expect many people to congregate at one time. Leave space within your own exhibit area to absorb the majority of the crowd. Should spectators interfere with traffic flow in the aisle or overflow into neighboring exhibits, FMI Connect Event Management will have no alternative but to request that you limit or eliminate your presentation.

Each exhibitor has the responsibility to assure proper flow of traffic. When large crowds gather to watch a demonstration or entertainment and interfere with the flow of traffic down aisles or create excessive cords in neighboring booths, this is an infringement on the rights of other exhibitors. For the safety of exhibitors and attendees at FMI Connect, aisles must not be obstructed at any time. Booth personnel, including demonstrators, receptionists and models are required to confine their activities within the exhibitor's assigned booth space.

### SOUND, DISPLAYS AND DECORATIONS

FMI Connect Event Management will monitor the noise level from all demonstrations or sound systems. Noise level must be kept to a minimum and not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. FMI Connect Event Management reserves the right to determine at what point sound constitutes interference with other exhibits and must be discontinued.

The use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise-making devices is restricted to the area within the booth. Balloons, horns, odors or congestion are subject to the Convention Center rules. FMI Connect Event Management reserves the right to determine when such items become objectionable.

### SAMPLING

Any exhibitors who intend to distribute samples of food or beverages in their booth must submit the Sampling Authorization Request, included in this manual, to SAVOR...Chicago at McCormick Place. **It is the responsibility of the exhibitor to be aware of any applicable laws, guidelines and health department directives regarding food handling at FMI Connect.**

### REFRIGERATED, FREEZER AND DRY STORAGE

Refrigerated, Freezer and Dry Storage space is available through Shepard Exposition. Forms are available in this manual. Exhibitors need to order 24 hour electrical service for refrigerated products stored in their exhibit space.

### DISHWASHING

A dishwashing area will be available in the Exhibit Hall with dishwashing machines and detergents.

# SAVOR...Chicago

## at McCormick Place

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### SAMPLING AUTHORIZATION REQUEST – FOOD INDUSTRY SHOWS

#### Policy for Food and Beverage Distribution on Show Floors

Please complete this form to receive authorization to distribute food or beverages not purchased through SAVOR...Chicago, the exclusive food and beverage provider at McCormick Place Convention Center.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below. All other samples, not manufactured by the exhibiting company and food gifts (packaged or bulk) must be purchased through SAVOR.

#### GENERAL INFORMATION FOR FOOD INDUSTRY SHOWS

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies. If they are not **Manufactured, Processed or Distributed** by the company then you are not able to provide samples of food and beverage unless they are purchased through SAVOR...Chicago.

2. If you do **Manufacture, Process, or Distribute** the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:

- Non-Alcoholic Beverages can be a maximum of **8oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
- Food items are limited to “bite size”, not to **exceed 6oz.** portions
- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming SAVOR...Chicago, and the Metropolitan Pier and Exposition Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.

3. If your company **Manufactures, Processes or Distributes Alcoholic Beverages** and this product is related **to the purpose of the show** then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:

- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming SAVOR...Chicago, and the Metropolitan Pier and Exposition Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
- Sample portions must be under the following limits:
  - o Beer 7 oz.
  - o Wine / wine coolers / spirit coolers 2 oz.
  - o Liquor / liqueurs 0.5 oz.
  - o Note: Alcohol cannot be served prior to 11:00 am on Sundays, per City of Chicago ordinance.
  - o All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- Distribution of alcoholic products must be monitored & overseen by a staff bartender from SAVOR...Chicago in compliance with Illinois Liquor Laws.

4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other McCormick Place Services.

# SAVOR...Chicago

## at McCormick Place

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### 5. Storage, Delivery, or Kitchen Use

If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use the following charges may be assessed:

- o \$150.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- o \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- o \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- o Additional charge for Rental of Equipment and Kitchen space, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of SAVOR...Chicago unless coordinated in advance with a Catering Manager prior to the show dates.

### COMPANY REQUESTING SAMPLING PERMISSION INFORMATION

Show Name

Date of Show Sampling Dates

Company Name and Booth Number and Hall Name

| Name | Booth # and Hall |
|------|------------------|
|------|------------------|

Contact Information

| Name | Telephone | Email address |
|------|-----------|---------------|
|------|-----------|---------------|

| Address | City | Zip |
|---------|------|-----|
|---------|------|-----|

| Email |
|-------|
|-------|

Items

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

Approved by:

Date:

The Company Requesting Sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless SAVOR...Chicago and the McCormick Place Exposition Authority for McCormick Place Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

SEND TO:

Sundown Platt

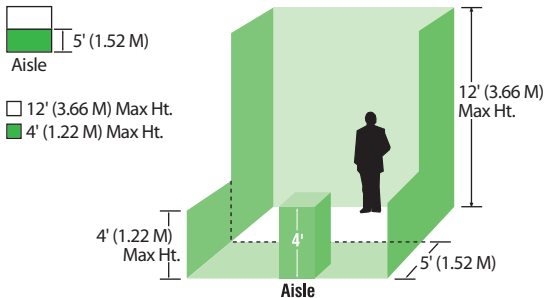
[splatt@mccormickplace.com](mailto:splatt@mccormickplace.com)

312.791.7280 fax

# EXHIBIT CONSTRUCTION GUIDELINES

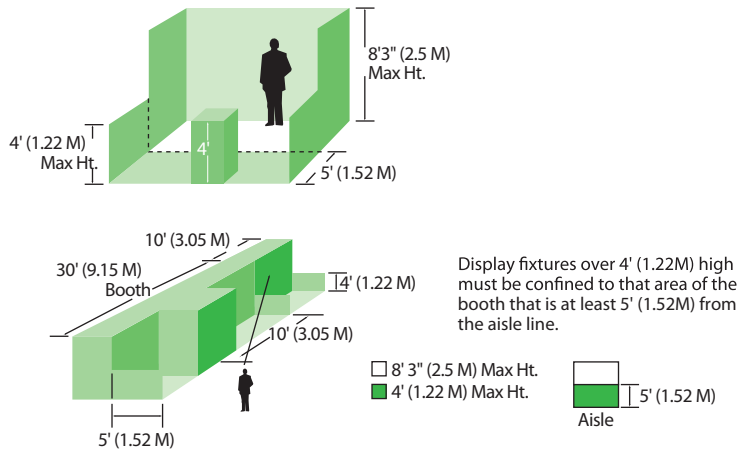
## PERIMETER WALL BOOTH

Definition: Standard booth located on the outer perimeter wall of the exhibit floor.



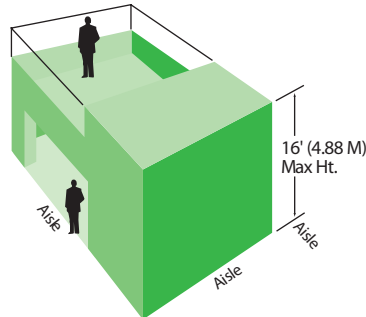
## LINEAR BOOTH

Definition: One or more standard units in a straight line (minimum booth size is 8' x 10' = 80 square feet).

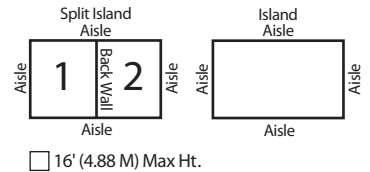


## SPLIT ISLAND BOOTH OR ISLAND BOOTH

Definition: Split Island-Exhibit with aisles on three sides back to back with another exhibitor of the same. Island-Exhibit with aisles on four sides. (minimum booth size is 400 square feet).

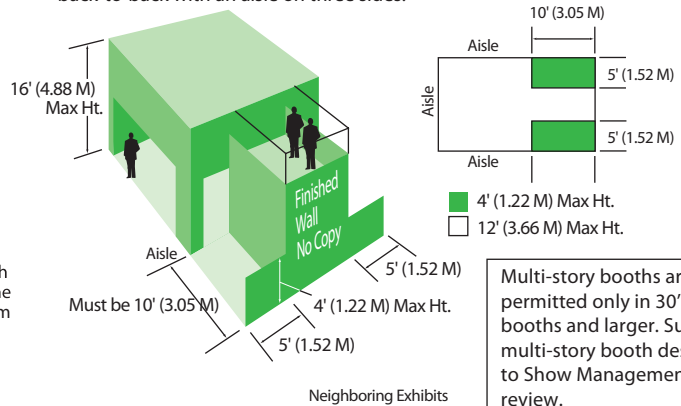


Multi-story booths are permitted only in 30' x 30' booths and larger. Submit multi-story booth designs to Show Management for review.



## PENINSULA BOOTH

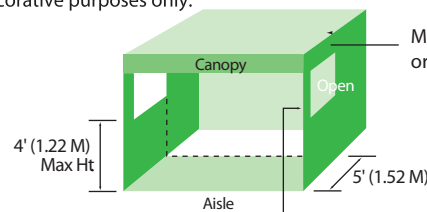
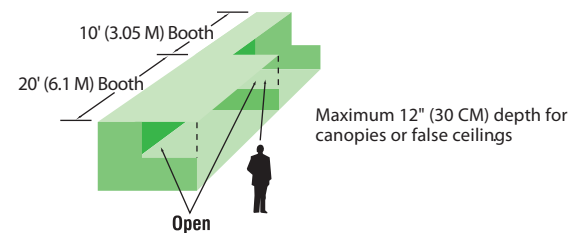
Definition: Exhibit with one or more display levels, minimum 20' x 20' booth size, back-to-back with an aisle on three sides.



Multi-story booths are permitted only in 30' x 30' booths and larger. Submit multi-story booth designs to Show Management for review.

## CANOPIES & CEILINGS

Definition: An exhibit component supported over an exhibitor's space for decorative purposes only.

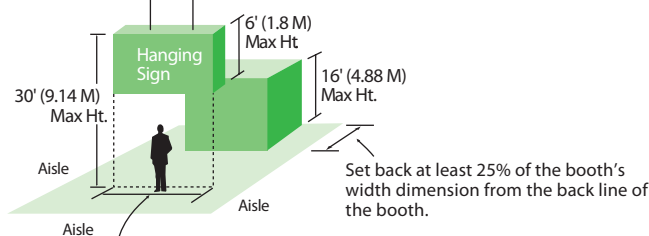


Maximum 12" (30 CM) depth for canopies or false ceilings.

Maximum 3" (7.62 CM) diameter supports permitted for canopies or false ceilings.

## HANGING SIGNS

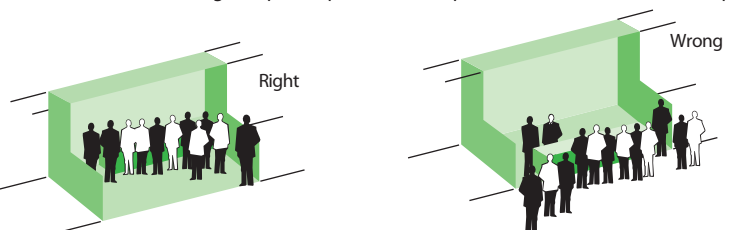
Definition: An exhibit component suspended above an Island or Peninsula exhibit for the purpose of displaying graphics or identification



Length of the sign cannot exceed 50% of the length of the booth  
Height of the actual sign can not exceed 6' (1.82 M).

## DEMONSTRATIONS/SAMPLING

Definition: The part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations or sampling.



## MACHINERY/EQUIPMENT

Machinery and equipment may be displayed in a manner comparable to actual industrial utilization, but should be positioned so as to minimize interference with sightline into neighboring booths and shall be no closer than 12" (30 CM) from the aisle.

## EXHIBITOR DISMANTLE GUIDELINES

### MOVE-OUT

**All exhibits must remain intact until final closing on Thursday, June 11 at 2:00 pm.**

No dismantling or packing of display material may occur before that time. In addition to disturbing the exhibition, early tear-down poses a dangerous situation, threatening the safety of attendees as well as other exhibitors.

Empty crates will be returned on Thursday, June 11 once all aisle carpet has been removed; NOT BEFORE. All stored crates, trunks and cartons will be delivered to booths as quickly as possible. Remember, it takes time to remove all crates and empties from the show floor and a similar amount of time to return them at the end of the show. In order to facilitate this process, please keep all aisles clear of packing materials and containers.

### OUTBOUND SHIPMENTS

All outbound shipments must be packed at the close of the show and ready for shipping no later than 12:00 pm, Saturday, June 13.

All exhibitors must complete a Material Handling Form, regardless of carrier or shipping plan.

When your materials are packed and ready to ship, return your completed Material Handling Forms to the Shepard Exposition Service Desk. Your materials will then be loaded on a first come, first served basis. The Exhibitor Service Representative at the Service Desk will be happy to assist you if you have any difficulty with drayage matters.

All carriers / drivers handling outbound shipments must be checked in at the freight desk by 10:00 am, Saturday, June 13 for freight pick-up.

**If your carrier fails to check in by 10:00 am, Saturday, June 13 the shipment will be re-routed by Shepard at its discretion and at the exhibitor's expense, in order to clear the Hall.**

Exhibitors should have someone from the exhibiting company on-site to oversee outbound shipments. Please be aware that any material you leave on the exhibit floor remains your responsibility until the outbound transportation carrier actually picks up the shipment.

Exhibition Management, the General Service Contractor, Show Security, nor the Exhibition Facility will accept responsibility for any material left unattended on the exhibit floor.

During the first few hours after the show closes and move-out begins, there exists the highest probability that materials could be lost or stolen. We advise all exhibitors to remain very diligent in guarding and clearly labeling all of their materials.



**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

## SHOW INFORMATION

### FMI Connect 2015

June 9 - 11, 2015

McCormick Place - Chicago, Illinois

Event Code: G193280615

#### BOOTH PACKAGE

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape  
7" x 44" Cardstock Identification Sign

Show drape color(s): Grey, White  
Aisle carpet color: Tuxedo (Grey and Black Blend)

**Booth carpeted is required in all FMI booths and can be ordered by exhibitors at their expense from Shepard Exposition Services using the form found in this kit.**

#### EXHIBIT SHOW SCHEDULE

|                             |                                                                                                                             |                            |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Targeted Exhibitor Move-in: | Friday, June 5, 2015                                                                                                        | <i>By appointment only</i> |
|                             | Saturday, June 6, 2015                                                                                                      | 8:00 AM - 5:00 PM          |
|                             | <b>** Please refer to the enclosed Target Schedule/Floor Plan</b>                                                           |                            |
| General Exhibitor Move-in:  | Sunday, June 7, 2015                                                                                                        | 8:00 AM - 5:00 PM          |
|                             | Monday, June 8, 2015                                                                                                        | 8:00 AM - 5:00 PM          |
|                             | <b>* All exhibitors must be completely set and all empty crates/containers must be removed by Monday, June 8 at 5:00 PM</b> |                            |
| Exhibit Hours:              | Tuesday, June 9, 2015                                                                                                       | 11:00 AM - 4:00 PM         |
|                             | Wednesday, June 10, 2015                                                                                                    | 11:00 AM - 4:00 PM         |
|                             | Thursday, June 11, 2015                                                                                                     | 10:00 AM - 2:00 PM         |
| Exhibitor Move-out:         | Thursday, June 11, 2015                                                                                                     | 3:00 PM - 11:00 PM         |
|                             | Friday, June 12, 2015                                                                                                       | 8:00 AM - 5:00 PM          |
|                             | Saturday, June 13, 2015                                                                                                     | 8:00 AM - 12:00 PM         |
| Freight Re-route Time:      | Saturday, June 13, 2015                                                                                                     | 10:00 AM                   |

#### IMPORTANT DEADLINES

|                                                         |                                              |
|---------------------------------------------------------|----------------------------------------------|
| Exhibitor appointed contractor notification deadline:   | Monday, May 11, 2015                         |
| Discount price deadline for standard Shepard orders:    | Tuesday, May 19, 2015                        |
| First day for warehouse deliveries without a surcharge: | Tuesday, May 12, 2015                        |
| Last day for warehouse deliveries without a surcharge:  | Friday, May 29, 2015                         |
| First day freight can arrive at show facility:          | <b>Please see Target Schedule/Floor Plan</b> |

#### SHIPPING ADDRESSES

##### Advance Shipments Address \*\*

[Exhibiting Co. Name & Booth Number]

FMI Connect 2015

Shepard Exposition Services c/o J&J Trucking

2338 South Indiana Ave

Chicago, IL 60616

##### Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

FMI Connect 2015

McCormick Place - South Building

2301 South Lake Shore Drive

Chicago, IL 60616

**\*\* The advanced warehouse will be closed on Monday, May 25 in observance of Memorial Day**

**Consign all domestic shipments "Shepard Exposition Services c/o J&J Trucking". Do NOT consign international shipments to SES. For all international shipments, please contact the international customs broker. Their information can be found in this exhibitor manual.**

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.



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# ONLINE ORDERING INSTRUCTIONS

FMI Connect 2015

June 9 - 11, 2015

McCormick Place - Chicago, Illinois

Event Code: G193280615

## \*\*\*ATTENTION EXHIBITORS\*\*\*

**ORDER NOW!** Follow these simple steps to order Shepard Services Online:

1. **GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)
2. Click on **FMI Connect 2015**
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click 
  - a. **NEW users :** User name = Your Email Address (provided by Show Management)  
Password = FMI15
  - b. **Previous users :** User name = Your Email Address  
Password = Your pre-existing password
5. Don't remember your password? Click the link ["Forgot your password?"](#)  
and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
  - a. If your information is correct, click   
OR
  - b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

To **DELETE** an item from your shopping cart, click  next to the item you wish to remove.

**QUESTIONS?** Do not hesitate to contact us for assistance!

**Shepard Customer Service**

**(404) 720-8600**

[atlanta@shepardes.com](mailto:atlanta@shepardes.com)

**Shepard Exposition Services**

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# PAYMENT AUTHORIZATION

**FMI Connect 2015****June 9 - 11, 2015****McCormick Place - Chicago, Illinois**

Event Code: G193280615

**Discount Deadline: May 19, 2015**

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

**WIRE TRANSFER**

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - **FMI Connect 2015**

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124 Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

**\*\* Please be sure to include the show name or show code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.**

**EXHIBITING COMPANY INFORMATION**

Please fill out the following information:

COMPANY NAME: \_\_\_\_\_

BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**CREDIT CARD INFORMATION**

Type of Card:

☐☐☐

Pay by Check\* ☐

Pay by Wire\* ☐

Credit Card #:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Expiration Date:

|       |  |      |  |
|-------|--|------|--|
|       |  |      |  |
| Month |  | Year |  |

Billing Address: \_\_\_\_\_

Security Code:

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

\*Please note: You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.

**\*\* Are you tax exempt for the state this event occurs in?** ☐ Yes ☐ No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)



# SHEPARD TERMS & CONDITIONS

FMI Connect 2015

## PAYMENT POLICY

**Show Site Orders:** Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

**Third Party Orders:** If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

**Invoices:** Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

**Charges:** All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

**Past Due Accounts:** The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

**Outbound Services:** All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

**International Customers:** International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

**U.S. Wire Transfers:** A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

**Tax Exempt Status:** If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

**Rental Responsibility:** All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

**Price Quotes:** Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

## DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

## INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

## CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

## SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

## INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

## PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

## THIRD PARTY PAYMENT AUTHORIZATION

FMI Connect 2015

June 9 - 11, 2015

McCormick Place - Chicago, Illinois

Event Code: G193280615

**Discount Deadline: May 19, 2015**

**The following information must be completed and the form returned to Shepard by the deadline date.**

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

### SERVICES TO BE COVERED BY THIRD PARTY

☐ All services

☐ Rental Furniture

☐ Carpet

☐ Logistics/Transportation

☐ Material Handling \*Please complete the Material Handling Authorization Form

☐ Exhibit Display Rentals

☐ Cleaning

☐ Other (please specify): \_\_\_\_\_

☐ Overhead Rigging/Labor

☐ Installation/Dismantling Labor

Notes: \_\_\_\_\_

### THIRD PARTY INFORMATION

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### EXHIBITING COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_

BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

### THIRD PARTY CREDIT CARD INFORMATION

Type of Card:

☐☐☐

Credit Card #:

Expiration Date:

Month Year

Billing Address: \_\_\_\_\_

Security Code: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

\*\* Are you tax exempt for the state this event occurs in? ☐ Yes ☐ No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)



## EXHIBITOR APPOINTED CONTRACTOR

FMI Connect Event Management  
Please return form to: Akta Parikh  
Fax: (703) 934-4899  
E-Mail: FMI@naylor.com

**FMI Connect 2015**  
**June 9 - 11, 2015**  
**McCormick Place - Chicago, Illinois**

**Deadline Date: May 11, 2015**

**Please read the following information entirely prior to signing form and returning to FMI Connect Event Management.**

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Show Management that they have contracted with a non-official contractor by completing this form and returning it by **May 11, 2015**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

**The following information must be completed and the form returned to FMI Connect Event Management by May 11, 2015.**

**Name of Non-official Contractor:** \_\_\_\_\_

**Services to be performed:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Exhibitor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Exhibiting Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**ACORD™ CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
03/04/15

PRODUCER (770)497-0095 FAX (770)814-0447

Producer Company, Name  
Street Address  
City, State, Zip**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.****INSURERS AFFORDING COVERAGE**

NAIC #

**INSURED**Exhibiting Company Name  
Street Address  
City, State, Zip

INSURER A: Wausau Insurance Co.

INSURER B:

INSURER C:

INSURER D:

INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR | ADD'L LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                  | POLICY NUMBER           | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS                                                                                              |              |
|------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------|--------------|
|      |           | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br>CLAIMS MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC      | List Policy Number Here | Beginning Date Here              | Expiration Date Here              | EACH OCCURRENCE                                                                                     | \$ 1,000,000 |
|      |           | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS | List Policy Number Here | Beginning Date Here              | Expiration Date Here              | COMBINED SINGLE LIMIT (Ea accident)                                                                 | \$ 1,000,000 |
|      |           | <b>GARAGE LIABILITY</b><br><input type="checkbox"/> ANY AUTO                                                                                                                                                                                                       | List Policy Number Here | Beginning Date Here              | Expiration Date Here              | BODILY INJURY (Per person)                                                                          | \$           |
|      |           | <b>EXCESS/UMBRELLA LIABILITY</b><br><input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS MADE<br><input type="checkbox"/> DEDUCTIBLE<br>RETENTION \$                                                                                          | List Policy Number Here | Beginning Date Here              | Expiration Date Here              | BODILY INJURY (Per accident)                                                                        | \$           |
| A    |           | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?<br>If yes, describe under SPECIAL PROVISIONS below<br><b>OTHER</b><br>Professional Liability                                                     | List Policy Number Here | Beginning Date Here              | Expiration Date Here              | PROPERTY DAMAGE (Per accident)                                                                      | \$           |
|      |           |                                                                                                                                                                                                                                                                    | List Policy Number Here | Beginning Date Here              | Expiration Date Here              | AUTO ONLY - EA ACCIDENT                                                                             | \$ 1,000,000 |
|      |           |                                                                                                                                                                                                                                                                    |                         |                                  |                                   | OTHER THAN AUTO ONLY:                                                                               | EA ACC \$    |
|      |           |                                                                                                                                                                                                                                                                    |                         |                                  |                                   | AGG                                                                                                 | \$           |
|      |           |                                                                                                                                                                                                                                                                    |                         |                                  |                                   | EACH OCCURRENCE                                                                                     | \$ 700,000   |
|      |           |                                                                                                                                                                                                                                                                    |                         |                                  |                                   | AGGREGATE                                                                                           | \$ 1,500,000 |
|      |           |                                                                                                                                                                                                                                                                    |                         |                                  |                                   |                                                                                                     | \$           |
|      |           |                                                                                                                                                                                                                                                                    |                         |                                  |                                   |                                                                                                     | \$           |
|      |           |                                                                                                                                                                                                                                                                    |                         |                                  |                                   |                                                                                                     | \$           |
|      |           |                                                                                                                                                                                                                                                                    |                         |                                  |                                   | <input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input checked="" type="checkbox"/> OTH-ER |              |
|      |           |                                                                                                                                                                                                                                                                    |                         |                                  |                                   | E.L. EACH ACCIDENT                                                                                  | \$ 1,000,000 |
|      |           |                                                                                                                                                                                                                                                                    |                         |                                  |                                   | E.L. DISEASE - EA EMPLOYE E                                                                         | \$ 3,000,000 |
|      |           |                                                                                                                                                                                                                                                                    |                         |                                  |                                   | E.L. DISEASE - POLICY LIMIT                                                                         | \$ 1,000,000 |
|      |           |                                                                                                                                                                                                                                                                    |                         |                                  |                                   | Each Occurrence & Aggregate                                                                         |              |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

Shepard Exposition Services, FMI (Show Management), McCormick Place Convention Center (Facility, and FMI Connect 2014 (Show) are hereby named as additional insured except for Workers' Compensation. Shepard Exposition Services and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Shepard Exposition Services, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Shepard Exposition Services shall be excess and non-contributory. Show date(s) are: June 8-14, 2014.

Food Marketing Institute  
10474 Armstrong Street  
Fairfax, VA 22030

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
John Smith

ACORD 25 (2001/08)

©ACORD CORPORATION 1988

1. PRODUCER: Insurance Agent/Broker who issues certificate.

2. NAME OF INSURED: Must be the legal name of exhibiting party.

3. TYPES OF INSURANCE: Must include types required by contract.

4. FORM OF COVERAGE: Must be "occurrence" form of coverage.

5. NAME ADDITIONAL INSURANCE: Must be stated exactly as listed in box #5.

6. CERTIFICATED HOLDER: Must be the Food Marketing Institute.

7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of exhibitor move-in.

8. POLICY EXPIRATION DATE: Must be on or after the last day of exhibitor move-out.

9. LIMITS OF INSURANCE: Must be the same of greater than required by contract.

10. NOTICE OF CANCELLATION: 30 days notice must be provided.

11. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



## EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG.

“Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com).

**Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.**

**Your call will be promptly returned between the hours of  
7:00 a.m.—6:30 p.m.**



## EXHIBITOR RIGHTS “DO NOT APPLY”

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows “Full Time Exhibitor Personnel” to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

**IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.**

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences including the possible revocation of “Right of Entry” agreement. It is the contractor’s responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com) or you may contact the following personnel:

|                 |                                                                              |              |
|-----------------|------------------------------------------------------------------------------|--------------|
| Tom Cassell     | <a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a> | 312-617-0115 |
| Pat Allen       | <a href="mailto:pallen@mpea.com">pallen@mpea.com</a>                         | 312-791-6551 |
| Alichia Johnson | <a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>                     | 312-791-7186 |

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McCormick Place / SMG • 301 East Cermak Road • Chicago, IL 60616

## **McCORMICK PLACE TRADES WORK SCHEDULE**

McCormick Place “Right of Entry” should be read and understood to be in compliance with all work rules.

### **Teamsters**

| <b>Sunday</b>                   | <b>Monday- Friday</b>                                                 | <b>Saturday</b>               | <b>Holidays</b>                                                                                |
|---------------------------------|-----------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------|
| Double Time for all time worked | Straight Time<br>6:00 am – 10:00 pm for any consecutive 8 hour period | Over Time for all time worked | Double Time for all time worked                                                                |
|                                 | Over Time after 8 consecutive hours until midnight                    |                               | New Years Day, Memorial Day<br>Independence Day, Labor Day<br>Thanksgiving Day , Christmas Day |
|                                 | Double Time from midnight – 6:00 am                                   |                               |                                                                                                |

### **Riggers**

| <b>Sunday</b>                   | <b>Monday – Friday</b>                                               | <b>Saturday</b>                              | <b>Holidays</b>                                                                                     |
|---------------------------------|----------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Double Time for all time worked | Straight Time<br>6:00 am- 10:00 pm for any consecutive 8 hour period | Over Time<br>1 <sup>st</sup> 8 hours worked  | Double Time for all time worked                                                                     |
|                                 | Over Time after 8 consecutive hours until midnight                   | Double Time after 8 consecutive hours worked | New Years Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving Day<br>Christmas Day |
|                                 | Double Time from midnight- 6:00 am                                   |                                              |                                                                                                     |

## Decorators

| Sunday      | Monday – Friday                                                             | Saturday                                            | Holidays                                                                                                                                                   |
|-------------|-----------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Double Time | Straight Time<br>6:00 am – 10:00 pm for<br>any consecutive 8 hour<br>period | Over Time<br>1 <sup>st</sup> 8 consecutive<br>hours | Double Time for all<br>time worked                                                                                                                         |
|             | Over Time after 8<br>consecutive hours until<br>midnight                    | Double Time<br>after 8 consecutive<br>hours worked  | New Years Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving Day<br>Christmas Day<br>Good Friday<br>M.L.King Day.<br><br>(8 total dates) |
|             | Double Time<br>midnight- 6:00 am                                            |                                                     |                                                                                                                                                            |

## Carpenters

| Sunday                                                                                                                                                                                                                                    | Monday – Friday                                                                                  | Saturday                       | Holidays                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------|
| Double Time                                                                                                                                                                                                                               | Straight Time<br>8:00 am – 4:30 pm                                                               | Over Time<br>6:00 am - 6:30 pm | Double Time for all<br>time worked                                                                        |
|                                                                                                                                                                                                                                           | Over Time<br>after 4:30 pm and 8<br>consecutive hours<br>worked until 8:30 pm<br><br>* See Below |                                | New Years Day,<br>Memorial Day,<br>Independence Day,<br>Labor Day,<br>Thanksgiving Day,<br>Christmas Day. |
|                                                                                                                                                                                                                                           | Double Time<br>after 8:30 pm.                                                                    |                                |                                                                                                           |
| <p>*If less than 8 hrs worked 4:30 pm-6:30pm Over Time. After 6:30 pm. Double Time.<br/> <b>*Example:</b> Carpenter works 12:30 pm through 4:30 pm Carpenter shall be paid<br/> Over Time until 6:30 pm and Double Time after 6:30 pm</p> |                                                                                                  |                                |                                                                                                           |

### Carpenters (Break of Show)

| Monday – Friday                                                                      | Saturday                                             |
|--------------------------------------------------------------------------------------|------------------------------------------------------|
| Straight Time<br>for all hours worked until 8:30 pm                                  | 6:00 am – 6:30 pm Over Time<br>for all hours worked. |
| Over Time until midnight.<br>(This does not alter Over Time after<br>8 hours worked) |                                                      |

### Electricians

| Sunday      | Monday-Friday                                                                                    | Saturday                                                               | Holidays                                                                                            |
|-------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Double Time | Straight Time<br>6:00 am – 10:00 pm<br>for any consecutive 8<br>hour time period                 | Over Time<br>12:00 am - 4:30 pm and<br>after the 1st 8 hours<br>worked | Double Time for all<br>time worked                                                                  |
|             | Over Time<br>10:01 pm – 11:59 pm<br>and after 8<br>consecutive hours<br>worked until<br>midnight | Double Time<br>4:30 pm – 11:59 pm                                      | New Years Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving Day<br>Christmas Day |
|             | Double Time<br>after midnight until<br>6:00 am.                                                  |                                                                        |                                                                                                     |

## EXHIBITOR BILL OF RIGHTS COMMUNICATION/REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company's employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/SMG. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com).

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

|                          |              |                                                                            |
|--------------------------|--------------|----------------------------------------------------------------------------|
| Exhibitor Rights Hotline | 312-791-7299 |                                                                            |
| Alicia Johnson           | 312-791-7186 | <a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>                   |
| Patrick Allen            | 312-791-6551 | <a href="mailto:pallen@mpea.com">pallen@mpea.com</a>                       |
| Tom Cassell              | 312-617-0115 | <a href="mailto:tcassell@mccormickplace.co">tcassell@mccormickplace.co</a> |

The following will occur upon request:

- You will be contacted within 5-7 business days.
- Your case will be reviewed by McCormick Place management.
- You will receive feedback from us no later than 30 days after all documentation has been submitted.
- Your written report will be submitted to the McCormick Place Advisory Council for review.

CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION AND TRADE SHOW DESTINATION  
AND WE WILL ENSURE THAT YOUR "EXHIBITOR'S RIGHTS" ARE COMPLIED WITH.



## UNION JURISDICTIONS

### McCORMICK PLACE/NAVY PIER

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#### **UNION LABOR**

McCormick Place/Navy Pier is a union building and jurisdictions are clearly established. Generally you can do simple things within your booth.

#### **EXHIBIT LABOR JURISDICTION – Unified Labor of Carpenters and Decorators.**

This combined force of union labor claims jurisdiction for the uncrating of exhibits and display materials; erection and dismantling of displays and exhibit materials including cabinets, fixtures, shelving units, furniture; laying of carpet and floor tile, hanging and installation of non-electric signs, re-crating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs, installing of all drape, cloth and/or tacked fabric panels; and Velcro signs used in a booth that require tools or more than one person for installation.

Exhibitors may set up and dismantle their exhibits with the use of exhibitor owned tools (ladders, hand tools, cordless tool, and power tools) hang their own signs or graphics within their booth (except overhead ceiling signs). This rule is true regardless of booth size. Exhibitors may also skirt their tables. Exhibitors may not use mechanical or powered lifts within their booth space. It is understood that an "exhibitor EMPLOYEE" is defined as any person who has been employed by the exhibitor as a full time employee for a minimum of six months before the show's opening date.

#### **TEAMSTER LABOR JURISDICTION**

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles; deliver the material to your booth and remove and re load material at the close of the show. The only exceptions to this are, machinery (See Riggers) and small items which can be easily carried by one person, in one trip, without the use of dollies, flat trucks, etc.

Exhibitors may carry in small packages, including pop up booths, provided they can be hand carried by one person in one trip per booth.

Exhibitors that hand carry items do not have access to the dock.

Exhibitors that arrive in their own vehicle (automobile, pick-up truck, mini-van, full size van and sports utility vehicle) may unload equipment and product using their own manual cart or dolly. This does not include multiple axle vehicles, flatbed trucks, box vans or trailers. Exhibitors may not use forklifts, pallet jacks, motorized dollies or similar motorized or hydraulic equipment to load, unload or transport materials on McCormick Place property. Exhibitors must work in teams of not less than 2 people and a driver must stay with the vehicle at all times. All workers must be full time employees of the exhibitor for a minimum of 6 months prior to the event. There is a maximum of 20 minutes for unloading.

#### **RIGGERS and MACHINERY MOVERS**

Riggers handle all machines. This includes unloading machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids and re-skid machines and spot machines in your booth.

- Consistent with safety and the skills and training necessary to perform the task an exhibitor and exhibitor employees are permitted in a booth of any size with the use of the exhibitors ladders and hand tools, cordless tools or power tools to set up and dismantle exhibits, assemble and disassemble materials, machinery or equipment.
- An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position and re skid all exhibitor material, machinery, and equipment using non-motorized hand trucks and dollies.
- An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment.
- It is understood that an "exhibitor EMPLOYEE" is defined as any person who has been employed by the exhibitor as a full time employee for a minimum of six months before the show's opening date.

#### **MILLWRIGHTS**

When hired labor is use, Millwrights are responsible for handling the assembly of machinery, conveyors and machinery parts, as well as the leveling of machinery and conveyors. Exhibitors may assemble this equipment as long as full time employees of the exhibitor are used.

#### **GENERAL PROVISIONS**

In each case where these rules indicate an "exhibitor may" do something, this is interpreted to mean a full time employee of the exhibiting company (full time for a minimum of six months prior to show move in). Verifiable documentation must be provided upon request.

#### **GRATUITIES /BREAKS**

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, other than the union scheduled breaks. (usually a morning and afternoon break with a lunch period in between). Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

#### **IN GENERAL**

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

#### **SAFETY**

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# TARGET DATE INFORMATION

FMI Connect 2015

June 9 - 11, 2015

McCormick Place - Chicago, Illinois

Event Code: G193280615

## TARGET DATE INFORMATION

### SHIPPING LABELS

Shipping labels are included in this manual. Using them will expedite handling your shipment. Please photocopy these labels as needed, so that all items are labeled correctly.

### DIRECT SHIPMENTS TO SHOW SITE

Targeted move-in dates/times have been assigned to all exhibitors. Please refer to the target move-in floorplan in this manual for your assigned targeted move-in date/time. All trucks delivering shipments to show site must check-in at the marshaling yard two hours prior to your assigned target date/time. The schedule is for the move-in of your exhibit only. **You are encouraged**, but not required, **to start setting your display on the assigned target date**. Every attempt will be made to accommodate deliveries within their target day. However, there can be **NO GUARANTEES** with respect to absolute delivery dates and times.

### OFF-TARGET

It is imperative that you adhere to the Target Move-in Schedule shown on the floor plan. All trucks delivering shipments to show site must arrive at the marshaling yard two hours prior to assigned target date/time. Trucks missing their target time will be unloaded on a priority following trucks unloaded during their target time, resulting in a 35% surcharge.

**ALL** trucks delivering to show site **MUST** check in at the Marshaling Yard for assignment of freight dock space.

### CRATED SHIPMENTS TO ADVANCE WAREHOUSE

Exhibitors who wish to have their crated materials arrive at show site prior to or at their target date/time may do so by shipping in advance to the Shepard Advance Warehouse. See "Material Handling Information Form" in this manual.

Shipments that arrive at the Advance Warehouse on or before **May 29, 2015**, will be delivered to your booth prior to or during your assigned target date/time. Shepard cannot guarantee delivery of late warehouse freight received after **May 29, 2015**, to your booth prior to or at your assigned target date/time.

### UNLOADING

Priority unloading will be given to carriers who are targeted and checked in at the Marshaling Yard two hours prior to their target date/time. All others will be unloaded after "on-target" carriers are unloaded. Targeted shipments should be accessible on the truck and not blocked by non-targeted shipments or the non-targeted shipment may be considered off-target, resulting in a 35% surcharge.

Shepard crews will make every possible effort to begin unloading carriers during their assigned target unload time.

**Find Your Target Date! Review the target move-in floor plan for your designated date and time.**



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# TARGET CHANGE REQUEST

FMI Connect 2015

June 9 - 11, 2015

McCormick Place - Chicago, Illinois

Event Code: G193280615

## TARGET CHANGE REQUEST

To request a change to your assigned Freight Delivery Target time, please provide the following information required and fax or email to the contact listed below. Please include details about the amount and size of your shipments. Change requests will be considered based upon operational requirements and confirmed or denied no later than **Monday, May 11, 2015**. All assigned Target times are subject to change and are based upon operational necessities.

Exhibitor: \_\_\_\_\_

Booth # \_\_\_\_\_

ASSIGNED Date and Time: \_\_\_\_\_

REQUESTED Date and Time: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ATTN: Roger Phillips

Email: [rphillips@shepardes.com](mailto:rphillips@shepardes.com)

Fax: 407-888-2301

Office: 407-888-9669



**McCormick Place (South Hall)  
June 9-11, 2015 | Chicago, IL USA**

**Official International Freight Forwarder  
and Customs Broker**

**Agility Fairs and Events Logistics LLC**

1100 S Tamiami Trail, Suite B

Venice, FL 34285

Tel: 714-617-6675

US Toll Free: 866-298-3422

Fax: 941-484-1017

Contact: Margaret Churchill

E-mail: [mchurchill@agilitylogistics.com](mailto:mchurchill@agilitylogistics.com)

[www.agilitylogistics.com](http://www.agilitylogistics.com)

# International Shipping

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As the Official Freight Forwarder and Customs Broker, Agility Fairs & Events is appointed by show management to handle all international freight. Some of our services include the shipping of international exhibits to the show, completing Customs clearance procedures, delivering to the appointed site handling contractor, and re-exporting your freight at the conclusion of the show.

## **U.S. Customs Clearance**

Depending on your needs, we can clear your shipment in one of three ways:

- Permanent Duty-Paid Entry: used for all goods which will remain in the U.S. and will not be re-exported.
- Temporary Entry: allows goods to be imported temporarily into the U.S. without the payment of Customs duties and taxes.
- ATA Carnet: goods are imported without the payment of Customs duties and taxes, but may not be given away or sold. All items must be re-exported at the end of the show.

**VERY IMPORTANT** - Agility Fairs & Events can not US Customs clear any shipment coming through any courier, including DHL, UPS, Fedex, etc. All air shipments must travel on an airline air waybill. Be aware that couriers in your home country do not give out accurate U.S. Customs Information.

## **General Documentation Requirements**

In order to clear the goods, we will need the following documents:

- Air waybill copy
- Commercial invoice in *English* giving full description and value for each item in the shipment. AN ITEM CAN NOT BE SHOWN AS HAVING NO COMMERCIAL VALUE. The invoice should be issued to your company c/o the exhibition.
- Packing list with details of the weight and dimensions of each package in the shipment.
- Insurance certificate copy with the name of the local settlement agent in the US

**PLEASE SEE THE SPECIAL INSTRUCTIONS THAT FOLLOW REGARDING THE IMPORTATION OF FOOD AND BEVERAGE ITEMS. FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN DELAYS AND ADDITIONAL COSTS. PLEASE PAY PARTICULAR ATTENTION TO THE REGISTRATION, ADVANCE NOTIFICATION AND LABELING REQUIREMENTS FOR ALL FOOD PRODUCTS. THE U.S. CUSTOMS & BORDER PROTECTION BUREAU, THE U.S. DEPT. OF AGRICULTURE AND THE U.S. FOOD & DRUG ADMINISTRATION (FDA) HAVE BEGUN TO ENFORCE THE PROVISIONS OF THE NUTRITION LABELING AND EDUCATION ACT OF 1990 (NLEA) AND THE BIOTERRORISM ACT OF 2002.**

**Exhibitors must register with the FDA (Food and Drug Administration) and have FDA and food facility registration numbers. Registration must be done before the departure of any shipment of food or beverage products to the United States.**

The exhibitor's registration number must be clearly and accurately indicated on their shipper's invoice, packing list and bill of lading. Failure to provide the registration number will prevent Agility Fairs & Events from filing for clearance in a timely manner.

Exhibitors may register with the FDA directly through this website: <http://www.fda.gov/>

**Failure to comply with this law may result in costly delays at the first U.S. port of entry, seizure by the FDA or other U.S. agencies, fines, penalties and liquidated damages.**

- Section 306 (Establishment and Maintenance of Records) - requires the FDA to issue final regulations by December 12, 2003, to establish requirements for the creation and maintenance of records needed to determine the immediate previous sources and the immediate subsequent recipients of food, (i.e., one up, one down). Such records are to allow FDA to address credible threats of serious adverse health consequences or death to humans or animals. Entities subject to these provisions are those that manufacture, process, pack, transport, distribute, receive, hold or import food. Farms and restaurants are exempt from these requirements.

Any firm that registers under the terms of this law must retain all records associated with any transaction of food or beverage products covered by this law for two years from the shipping or delivery of the products. This includes invoices, packing lists, receipts, bills of lading, purchase orders, correspondence, letter of credit and any other paperwork associated with the product. The records may be kept in any format either written or electronically. The holder of the records must comply with any request by the FDA to inspect or review the records in a timely manner or be subject to certain penalties.

Further information regarding this provision of the law may be found at the following website: [www.fda.gov/Food/FoodDefense/Bioterrorism/Recordkeeping/default.htm](http://www.fda.gov/Food/FoodDefense/Bioterrorism/Recordkeeping/default.htm)

- Section 307 (Prior Notice of Imported Food Shipments) - requires that prior notice of food shipments be given to FDA no more than 5 days prior to the arrival of the food or beverage products at the first U.S. port of unloading; no less than 2 hours for ground/road shipments, at least 4 hours for air and rail shipments and 8 hours for ocean shipments.

**Prior notice must be filed with the FDA electronically, through <https://www.access.fda.gov/>,**

Agility Fairs & Events transmits the prior notice with the FDA import entry on every shipment for a charge of \$10.00 per product line item with a minimum of \$45.00 per exhibitor per shipment or \$165.00/shipment, whichever is greater. Agility Fairs & Events will require the complete information about any shipment that they are to file prior notice on five working days in advance.

Prior notice should not be confused with entry or clearance by Customs, the FDA, the USDA or any other U.S. agency that has jurisdiction of the shipment or products that it contains. Each of these is a separate component of the import process for food items.

Failure to provide prior notice to the FDA will result in the shipment being transferred at the exhibitor's expense to an authorized holding facility pending receipt at a valid prior notice being filed with the FDA. The FDA then determines if the shipment will be refused or allow the entry process to continue.

### **The information required by the FDA for prior notice includes:**

- ◀ Name, company name, address, phone, fax, e-mail of the submitter.
- ◀ Name, company name, address, phone, fax, e-mail of the transmitter (if different from the submitter).
- ◀ Entry type: permanent or temporary.

- Complete FDA product code, common, usual or market name of the product, quantity by package size and lot or UPC code numbers for each product being shipped (SEE <http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.htm>).
  - Manufacturer's or grower's name and FDA registration number.
  - Country of origin.
  - Shipper's name and FDA registration number.
  - Country from which the products are shipped.
  - First U.S. port of arrival.
  - Estimated date and time of arrival.
  - Mode of transport: Road, rail, ocean, air, courier or mail.
  - Carrier's SCAC code.
  - US Customs harmonic tariff code for each product (See <http://www.usitc.gov/tata/hts/bychapter/index.htm>
  - Canning Establishment or Other Required Codes or Registrations, dependent on commodity.
- Section 303 (Administrative Detention) - authorizes the Secretary, through FDA, to order the detention of food if an officer or qualified employee finds credible evidence or information indicating an article presents a threat of serious adverse health consequences or death to humans or animals. The Act requires the Secretary, through FDA, to issue final regulations to expedite court actions on perishable foods. No time frame is specified.

Further information regarding this law and subsequent regulations can be found at the following website: [www.fda.gov/Food/FoodDefense/Bioterrorism/Recordkeeping/default.htm](http://www.fda.gov/Food/FoodDefense/Bioterrorism/Recordkeeping/default.htm). Agility Fairs & Events will comply with all aspects of this law and its subsequent regulations. All international exhibitors and shippers are required to comply with this law and subsequent regulation.

**U.S. CUSTOMS MUST BE ABLE TO EASILY DETERMINE WHICH ITEM IS PACKED IN EACH SEPARATE CRATE OR CARTON, BY MANIFEST AND LABELING. U.S. CUSTOMS MUST ALSO BE ABLE TO DETERMINE WHICH INDIVIDUAL CRATE OR CARTON IS PACKED IN WHICH OCEAN CONTAINER FOR FCL SHIPMENTS.**

### ***Additional Requirements for Chocolate, Candy and all Food and Drink Products:***

Commercial Invoice Must Include:

- Description of product form and packaging
- List of ingredients and percentages
- FDA Registration Number – MAKE SURE THAT THIS NUMBER IS ON THE COMMERCIAL INVOICE AND THAT IT IS LARGE ENOUGH TO BE READ CLEARLY ON A COPY

**FDA requires prior notice of the arrival of your shipment. Please make sure that you or your forwarding agent notify Agility Fairs and Events in Florida at least 2 business days before your shipment is expected to arrive in the US.**

### ***Alcoholic Beverages and Tobacco Products:***

Due to ATF regulations, Agility Fairs & Events is not able to clear alcoholic beverages or tobacco products through US Customs. These products must be imported through a licensed importer.

### ***Perishable Shipments***

**THE EXHIBITOR SHIPS PERISHABLE CARGO AT THEIR OWN RISK. NEITHER AGILITY FAIRS & EVENTS, OUR OFFICES, SERVICE PARTNERS, AGENTS, VENDORS NOR OTHER PARTIES TO THE MOVEMENT OF ANY PERISHABLE**

**CARGO CAN BE HELD LIABLE FOR THE CONDITION OF THE CARGO UPON DELIVERY TO THE SHOWSITE. THE EXHIBITOR ACKNOWLEDGES UNDERSTANDING OF THESE TERMS AND CONDITIONS BY CONSIGNMENT OF THIS CARGO TO AGILITY FAIRS & EVENTS.**

**Perishable goods surcharges for entry and delivery will apply for all perishable shipments regardless of the actual date of arrival. Perishable cargo may also be charged daily storage fees.**

**DO NOT SHIP REFRIGERATED MATERIAL WITH FROZEN MATERIAL EVEN IF THEY ARE ASSIGNED SEPARATE HOUSE AIR WAYBILLS. DO NOT SHIP PERISHABLE MATERIAL WITH DRY OR NON-PERISHABLE CARGO EVEN IF THEY ARE ASSIGNED SEPARATE HOUSE AIR WAYBILLS. WE REQUIRE USE OF DIRECT I.A.T.A. AIR WAYBILLS FOR ALL PERISHABLE SHIPMENTS.**

All documents associated with perishable goods must specify the temperature that the goods must be kept at in both Celsius and Fahrenheit scales. The documents should indicate directly whether the goods should be **REFRIGERATED** or **FROZEN**. Failure to follow this advice may result in the storage of the perishable goods at an inappropriate temperature. Additionally, the preferred temperature and the appropriate phrase ('REFRIGERATED' or 'FROZEN') should be clearly marked on the cargo.

The exhibitor is responsible for providing adequate refrigerated or frozen storage at the showsite. Please contact the official on-booth refrigeration contractor to rent on-booth refrigerators and freezers.

Please contact the official general contractor to arrange excess storage space at the showsite for that material not to be stored on the booth. Information for both of these services is contained in the exhibitor's manual.

The exhibitor should be aware that Agility Fairs & Events is not responsible for the condition of the material when delivered to the booth because we have no control over the packing of the cargo, the import routing and the temperature of the carrier storage facilities. Perishable cargo will be kept at carrier storage facilities until the evening before the last day of load-in at the showsite. All perishable material will be delivered to the showsite on the afternoon of the day prior to the opening of the show. Please see the following websites for advice about packing perishable cargo:

US Dept. of Agriculture: <http://www.fsis.usda.gov>

Packing Tips: [http://www.fedex.com/us/services/pdf/PKG\\_Pointers\\_Perishable.pdf](http://www.fedex.com/us/services/pdf/PKG_Pointers_Perishable.pdf)

Envirotainers: <http://www.envirotainer.com/solutions/perishables.asp>

Coolguard: <http://www.coolguard.com/coolguardprod.htm>

### ***Special Instructions Regarding Food & Beverages***

**For food and beverages imported into the United States, certain restrictions and quotas may apply that require import permits, licenses and inspections. This is especially true with regard to MEAT, SEAFOOD, PATES, CHEESES, PASTA,**

**FRESH PRODUCE and ALCOHOLIC BEVERAGES.** Please contact Agility Fairs & Events with specific questions concerning documentation or entry requirements.

**Please provide the following information to us when making your inquiry:**

- Name, Date & Location of Show
- Name of Exhibitor, Address, Fax Number & Contact
- Mode of Transport & Port of Entry into U.S.
- Exact Description of Goods, In English
- Harmonized Tariff Schedule (HTS) Commodity Code - see <http://www.usitc.gov/tata/hts/bychapter/index.htm>
- FDA Product Code - see <http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.htm>
- Size and Type of Packing Used For Each Individual Item
- Gross & Net Weight of Material
- Value & Dimensions of Material
- List of Ingredients by Weight of Material
- Name & Address of Place of Manufacture
- Country of Origin

**Following are some U.S. government agency websites that contain useful information and the latest regulations regarding food and beverage imports:**

US Dept. of Agriculture (USDA) Homepage: <http://www.usda.gov/>

USDA Food Safety & Inspection Service: <http://www.fsis.usda.gov>

USDA APHIS Plant Protection & Quarantine: <http://www.aphis.usda.gov/ppq/>

USDA Agricultural Marketing Service: <http://www.ams.usda.gov/>

USDA APHIS Veterinary Service: <http://www.aphis.usda.gov/vs>

US Food & Drug Administration (FDA) Homepage: <http://www.fda.gov/>

FDA Center for Food Safety & Applied Nutrition: <http://vm.cfsan.fda.gov/list.html>

US Alcohol & Tobacco Tax & Trade Bureau: <http://www.ttb.gov/>

US Trade Representative's Office: <http://www.ustr.gov/>

National Marine Fisheries Service: <http://swr.nmfs.noaa.gov/tmm.htm>

USDA APHIS Fruits and Vegetables Import Requirements Database:

[http://www.aphis.usda.gov/import\\_export/plants/plant\\_imports/quarantine\\_56/favir.shtml](http://www.aphis.usda.gov/import_export/plants/plant_imports/quarantine_56/favir.shtml)

**NOTE: THE U.S. FOOD AND DRUG ADMINISTRATION MAY REQUIRE THE DISPLAY OF A SIGN IN THE EXHIBITOR'S BOOTH, STATING THE FOLLOWING:**

***"This article is for display purposes only and not for sale, use or general consumption because it may not be in compliance with applicable regulations of the U.S. Food and Drug Administration."***

Exhibitors whose material does not comply with applicable regulations and fail to display this sign will be fined. **Signs will be available at the Agility Fairs & Events exhibitor service counter.**

**Perishable material should never be shipped with non-perishable material.** Different types of perishable or controlled material must be shipped separately. Failure to do so could result in delay, food spoilage and additional cost.

## **General Requirements for Food Shipments:**

### **LABELING**

Following is a sample of guidelines to be followed for all food importation into the United States. These are not all encompassing. Shippers and exhibitors are encouraged to contact the nearest officer of the U.S. Department of Agriculture or the U.S. Food and Drug Administration for definitive advice regarding the marking and labeling laws of the United States.

- The country of origin of the material must be marked in a conspicuous place as legibly, indelibly and permanently as the nature of the article (or its smallest retail container) will permit. The country of origin must be identified by the English name of that country.
- The nutritional labeling regulations of the United States as specified under the Nutrition Labeling and Education Act of 1994 (N.E.L.A.) will be enforced by the U.S. Department of Agriculture and the U.S. Food and Drug Administration. Failure to conform to these regulations unless a waiver has been granted in advance could result in the seizure of the cargo.
- All labels must be in English.
- All products must be labeled "FOR TRADE FAIR USE ONLY - SAMPLE NOT FOR SALE"
- The serving size, ingredients list, name and address of the manufacturer, processor, packer or distributor and net weight in ounces and grams must all be listed in English on each consumer pack.

### **FROZEN FOODS**

Please pack perishable shipments with sufficient amounts of dry ice, especially those that are frozen.

### **FRESH PRODUCE**

Please identify all fresh produce by its common English name as well as the proper Latin scientific name. Contact the nearest U.S. consulate or embassy to arrange, if available, a pre-flight inspection of the material by a representative of the U.S. Department of Agriculture. If this is accomplished, then the original inspection certificate must accompany the other shipping documents. A copy of this certificate should be faxed to the coordinating Agility Fairs & Events office along with the name and phone number of the U.S. Department of Agriculture or U.S. Customs and Border Protection individual who performed the inspection.

**Please note that certain commodities may be subject to quality inspection by the USDA's Agricultural Marketing Service as required by Section 8e of the Agricultural Marketing Agreement Act of 1937. These inspections are separate from any inspection by USDA APHIS. Please see the website [www.ams.usda.gov/fv/8eWelcome.html](http://www.ams.usda.gov/fv/8eWelcome.html) for further information.**

Certain types of produce may not be allowed into the United States due to pest infestation in the area of cultivation, quotas that limit the quantity allowed into the United States at any given time or because the material in question is deemed dangerous by the U.S. Department of Agriculture or the U.S. Food & Drug Administration. To search for authorized fruits and vegetables by commodity or country, and quickly and easily determine the general requirements, please visit the [Fruits and Vegetables Import Requirements Database \(FAVIR\)](#) on the USDA APHIS website.

### **ACIDIFIED & LOW ACID CANNED FOODS**

All producers of acidified and low acid canned or bottled foods are required to register their establishments and file processing information with the FDA. Exhibitors must provide their **CANNING ESTABLISHMENT NUMBER** on their shipper's invoice. Imports of canned or bottled product from an establishment not registered with the FDA may be subject to redelivery, fines, penalties and liquidated damages. Please see the following website for more information: <http://www.cfsan.fda.gov/~lrd/lacfreqs.html>. The shipper's invoice should also include the can dimensions of each product.

### **MEATS, POULTRY, PATES AND SEAFOOD**

Meat products **MUST BE PACKED SEPARATELY** from all other commodities and shipped 2-3 weeks prior to the show.

A canning establishment number assigned by the FDA is required for most types of canned meats and seafood. Certain types of fresh, chilled, cured, dried and frozen meats, pates and seafood are prohibited entry into the United States depending on the country of origin, type of animal used to produce the product and the method of preparation of the material at the factory or packing plant. Those types of meat and seafood that are allowed into the United States generally require quarantine or intensive physical examination as well as special permits that require additional time and cost to process. Most meats and seafood that are not canned require a certificate from the Veterinary Service of the country of origin that describes the type of animal used and the manufacturing process, an English translation of the certificate and the U.S.D.A. establishment number of the place where the product was processed or packed. Agility Fairs & Events can obtain authorization for importation of small quantities of fresh, chilled or frozen meat or seafood provided the exhibitor begins the application process at least **SIX** weeks prior to the opening of the show.

The internal temperature maintained while processing the product and the duration of the internal temperature should be specified on the shipper's invoice as well as the size and type of packaging.

The NOAA Form 370, Fisheries Certificate of Origin, is required to accompany all imports of frozen and/or processed tuna products. It is important that all NOAA Form 370s be filled out properly and completely. Please complete all boxes on this form except for boxes #1, #3 and #8. Incomplete forms may lead to a delay or rejection of the filed paperwork by the U.S. Customs Service. A copy of this form is available at this website: <http://swr.nmfs.noaa.gov/psd/noaa370.pdf>.

## CHEESE, MILK, EGGS, BUTTER, ICE CREAM & OTHER DAIRY PRODUCTS

U.S. Customs and the U.S. Department of Agriculture require valid import permits for most cheeses and other dairy products that are under quota and valued at \$25.00 or more per shipment. Furthermore, the U.S. Food & Drug Agency has jurisdiction over insuring that the material is safe for human consumption. The general rule is that the softer the cheese, the more stringent the import requirements. If the exhibitor or their agent cannot obtain a valid permit, Agility Fairs & Events will attempt to obtain an EX-QUOTA PERMIT on behalf of the exhibitor. Most cheeses made from goat or sheep milk are exempt from ex-quota permit requirements.

The following details must be provided to Agility Fairs & Events at least **SIX** weeks prior to freight arrival at port:

- Shipping Details (Bill of Lading & Flight Numbers)
- Types of Cheese/Dairy Products with Harmonic (Brussels) Code (If Known)
- FDA Product Code (see <http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.htm>)
- Size and Type of Packing Used for Each Individual Item
- Description of Each Item by Weight, Dimension & Value
- Type of Animal from which the Material Originates
- Name & Address of the Manufacturer
- Description of Process Used to Make Material
- Country of Origin
- Common and trade names of products.

This information must also be listed on the shipper's invoice to avoid delays in FDA clearance. Please note that ex-quota permits will only be granted for shipments not exceeding 45 kilos per shipment per exhibitor. Obtaining the permit does not guarantee that the goods will be released. If necessary, we suggest that several smaller shipments, each shipped separately on their own master air waybills and under 45 kilos, be sent to insure that a sufficient amount of the material is cleared in time for the show. Our minimum charges would apply to each shipment. If the cheese or dairy product is made from the milk of two or more different animals, then the percentage of milk from each type of animal must be indicated on the shipper's invoice.

## PASTA & NOODLES

Pasta and noodles from some countries in the E.U. are under quota and may require quota certificates (called P-1 & P-2 certificates) issued by the appropriate government agency in the country of origin if the quantity shipped exceeds 10 kilos per shipment. Generally this requirement is only for pasta and noodles made of durum wheat. However, as there are no exceptions to this requirement for amounts shipped in excess of 25 kilos, you should check with Agility Fairs & Events prior to shipping.

Shipments of pasta or noodles that arrive without quota certificates, are in excess of 25 kilos net weight and are found to be quota material must be destroyed under Custom's supervision. We suggest that several small shipments be sent on separate master air waybills and have a net weight of less than 25 kilos. Our minimum charges would apply to each shipment.

## **Agility Fairs & Events Office Locations:**

We have Agility Fairs & Events offices in most countries. If you do not see your country listed, then please contact Agility Fairs & Events USA, and we will assist you.

### **Canada**

Agility Fairs & Events  
410 Admiral Blvd  
Mississauga, Ontario  
L5T 2N6 Canada  
Contact: Paula Wilkie  
Tel: +1 905 612 7158  
Fax: +1 905 612 7520  
Email: pwilkie@agility.com

### **China**

Agility Fairs & Events / Trans-Link  
Unit 408, 4/F, Prime Tower, No. 22  
Chaowai St., Chaoyang District  
Beijing 100020 China  
Contact: Kathy Lin  
Tel: +86 86 10 8412 8899 x 828  
Fax: +86 10 6588 9165  
Email: klin@agility.com

### **Denmark**

Blue Water Shipping A/S  
Trafikhavnskaj 11  
DK-6700 Esbjerg  
Denmark  
Contact: Claus Bæk  
Tel: +45 79 13 41 88  
Fax: +45 79 13 46 77  
Email: exhibition\_ebj@bws.dk

### **France**

Agility Fairs & Events  
Paris Expo Porte De Versailles  
Bureau des Transitaires  
Terrasse H, 75015  
Paris, France  
Contact: Abdi El Houari  
Tel: +33 1 4863 3381  
Fax: +33 1 4863 3382  
Email: AEL-Houari@agility.com

### **Germany**

Agility Fairs & Events GmbH  
Reisholzer Bahnstrasse 41  
40599 Duesseldorf  
Germany  
Contact: Nicolé Nedwed  
Tel: + 49-211-9952-255  
Fax: + 49-211- 9952-x259  
Email: nnedwed@agility.com

### **Hong Kong**

Agility Fairs & Events  
Unit 2105-2017, 21/F  
CITIC Telecom Tower  
93 Kwai Fuk Road, Kwai Chung  
NT, Hong Kong SAR  
Contact: June Mea  
Tel: +852 2211 8207 / 8200  
Fax: +852 2866 2421  
Email: jmea@agility.com

### **Italy**

Agility Fairs & Events  
Strada Vecchia Paullese 5/A  
Pantigliate, Milan 20090 Italy  
Contact: Marilena Doneda  
Tel: +39 02 269 051  
Fax: +39 02 2690 5346  
Email: mdoneda@agility.com

### **Japan**

Agility Fairs & Events  
Segi Building 4th Floor  
7-1 Iwamotocho  
1-Chome, Chiyoda-ku  
Tokyo 101-0032 Japan  
Contact: Tokiko Inaba  
Tel: +81 (03) 5821 4617  
Fax: +81 (03) 5821 4610  
Email: expo-japan@agility.com

### **Korea**

Agility Fairs & Events  
18F Jangkyo Bldg.  
(South Gate 1 & 2)  
#1 Jangkyo-Dong, Jung-Ku  
Seoul, 100-760, Korea  
Contact: Jim Lim  
Tel: +82 2 2192 7426  
Fax: +82 2 539 9420  
Email: ljim@agility.com

### **Netherlands**

Fairexx BV  
De Trompet 2650  
1967 DB Heemskerk  
Netherlands  
Contact: Paul van Zijl  
Tel: 31 251 2500 60  
Fax: 31 251 2500 65  
E-mail: paul.van-zijl@fairexx.nl

### **Spain**

Agility Logistics SA  
Av. Ports d'Europa, 2  
Zona Aduanera Logistica (ZAL)  
08040 Barcelona  
Spain  
Contact: Belina Flores  
Tel: +34 93 2970 857  
Fax: +34 93 2970 839  
Email: beflores@agility.com

### **Sweden**

On-Site Exhibitions AB  
Norra Gubberogatan 30  
S-416 63 Gothenburg  
Sweden  
Contact: Lena Widman  
Tel: +46 31 707 3070  
Fax: +46 31 707 3075  
Email: lena@onsitegroup.se

### **Switzerland**

Agility Fairs & Events  
St. Jakobsstrasse 220  
CH-4002 Basel  
Switzerland  
Contact: Christian Setz  
Tel: +41 61 685 98 07  
Fax: +41 61 691 70 36  
Email: csetz@agility.com

### **Taiwan**

Agility Fairs & Events / Translink  
Room 5-2, 5<sup>th</sup> Floor  
No. 99, Chung Shan N. Rd  
Sec 2. Taipei, Taiwan R.O.C.  
Contact: Frances Lin  
Tel: +886 2 2581 1133  
Fax: +886 2 2523 9449  
Email: FLinYuKuei@agility.com

### **United Kingdom**

Agility Fairs & Events Logistics Ltd.  
One Western Gateway  
Royal Victoria Dock  
London E16 1XL  
United Kingdom  
Contact: Garcia Newell  
Tel: +44 (0) 207 069 5321  
Fax: +44 (0) 843 227 2033  
Email: gnewell@agility.com

# FMI Connect 2015 – Chicago, IL USA – June 9-11

## **Consign all international shipments and corresponding documents as follows:**

Consignee: McCormick Place  
2301 S. Lakeshore Drive  
Chicago, IL 60616 USA

Notify: "Exhibitor Name" / Booth # \_\_\_\_\_  
FMI Connect 2015  
c/o Agility Fairs & Events  
E-mail: [expousa@agilitylogistics.com](mailto:expousa@agilitylogistics.com)  
Tel: 714-617-6675  
Fax: 941-484-1017

## **Mark all goods as follows:**

"Exhibiting Company Name"  
c/o FMI Connect 2015  
Booth No. \_\_\_\_\_  
McCormick Place  
Chicago, IL USA  
Made in (country of origin)

## **For PERISHABLE and NON-PERISHABLE FOOD PRODUCTS, please mark:**

Storage temperature \_\_\_\_\_ (indicate °F or °C)  
REFRIGERATED or FROZEN or DRY (Choose one)

## **Arrival Deadlines for air freight shipments to Chicago (ORD) airport:**

**May 10 - all shipments of non-perishable food products**

**May 17 - all non-food shipments and display material**

**May 21 - all shipments of perishable food products**

- ☐ **Please do not send shipments of less than a container load (LCL) by sea due to port congestion and pilferage**
- ☐ **FCL sea freight arrival dates and consignment instructions must be coordinated directly with Agility Fairs and Events in the USA BEFORE they are shipped, to avoid delays. Please contact Agility Fairs and Events USA directly for special FCL instructions.**

## **The most important steps to take:**

### **Preparation:**

- **Plan to ship early** – Advance planning reduces your shipment costs. With increasing security procedures causing delays to and from the United States, **it is imperative that you meet the deadlines above**. Note that dates above are deadlines, not targets. Arrivals up to 3 weeks before the deadlines are welcome & encouraged. Please notify Agility Fairs USA once arrangements are made.
- **How to ship** – **Agility cannot clear shipments sent by courier**. All international shipments must travel on an airline airwaybill. Typically couriers cannot provide accurate U.S. Customs information.
- **Notification** – All shipping documents must be e-mailed or faxed to Agility Fairs & Events no less than five business days prior to the arrival of the freight at the first U.S. airport of unloading. **Only then can Agility Fairs & Events clear your shipment through U.S. Customs.**

### **Details:**

- **Labeling and Packing** – U.S. Customs requires that all goods be marked with country of origin. Clearly label every piece with your company name, show name and your booth number. Packing materials must adequately protect the cargo for mode of transport and the sensitivity of the contents.
- **Wood Packing Materials** – All wood packaging must be treated and marked. This includes crating, pallets, cases, skids and dunnage. Shipments packed in non-treated and marked wood material will not be permitted entry by US Customs and will be re-exported at the shipper's expense.
- **Wood Products** – Lacey Act regulations ban trade in illegally sourced timber and wood products. Commercial invoices must state country of origin and genus-species of wood items shipped into USA.
- **Documentation** – Prepare a commercial invoice in English with complete descriptions and model/serial numbers. List harmonized tariff (HTS) numbers for each line item on the invoice. Include a packing list with the dimensions, gross and net weights of each package shipped.
- **Insurance** – Take out adequate insurance to cover the value of your exhibit to and from the show.

**Get a free estimate of shipping & import charges at [www.agilitylogistics.com/fairsevents enquiry](http://www.agilitylogistics.com/fairsevents enquiry).**



# SHEPARD LOGISTICS SERVICES

## Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-720-8733

Shepard Logistics Email: [logistics@shepardes.com](mailto:logistics@shepardes.com)

## FMI Connect 2015

June 9 - 11, 2015

McCormick Place - Chicago, Illinois

Event Code: G193280615

**COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**

### EXHIBIT MATERIALS TRANSPORTATION

#### INBOUND PICK UP LOCATION INFORMATION

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

#### SHIPPING INFORMATION

Items to be shipped

Number of Pieces

Est. Weight

|                              |           |
|------------------------------|-----------|
| Crates                       |           |
| Cartons (cardboard)          |           |
| Cases/Trunks (fiber) (color) |           |
| Skids/Pallets                |           |
| Carpet (color)               |           |
| Other                        |           |
| Total Pieces                 | Total Wt. |

Size of largest piece: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

Loading Dock ☐ Yes ☐ No Lift Gate \_\_\_\_\_

Residential \_\_\_\_\_ Inside Pick up \_\_\_\_\_ Inside Delivery \_\_\_\_\_

Special Instructions: \_\_\_\_\_

• Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site

#### OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

\_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Deliver By Date: \_\_\_\_\_

Number of labels: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

#### TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)

#### TRANSPORTATION CHARGES

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

Type Card ☐ ☐ ☐

Logistics/Material Handling ONLY ☐ Authorize ALL charges ☐

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

**FAX COMPLETED FORM TO 404-720-8733**



# Shepard Logistics

Complete Transportation Services

## Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free



## Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

**To take full advantage of the Shepard Advantage, contact**

**888.568.8858**

**[logistics@shepardes.com](mailto:logistics@shepardes.com)**



## SHIPPING LABELS

FMI Connect 2015

### ADVANCE SHIPPING ADDRESS LABELS

The advanced warehouse will be closed on Monday, May 25 in observance of Memorial Day

|                            |                                                               |
|----------------------------|---------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b> |                                                               |
|                            | <b>ADVANCE WAREHOUSE</b>                                      |
|                            | TO: _____<br>(EXHIBITING CO. NAME)                            |
|                            | Booth #: _____                                                |
|                            | <b>Shepard Exposition Services c/o J&amp;J<br/>Trucking</b>   |
|                            | <b>2338 South Indiana Ave<br/>Chicago, IL 60616</b>           |
|                            | <b>Delivery Hours: M-F, 8-4:30 PM</b>                         |
|                            | For: <b>FMI Connect 2015</b>                                  |
|                            | First day freight can arrive w/o a surcharge:<br>May 12, 2015 |
|                            | Last day freight can arrive w/o a surcharge:<br>May 29, 2015  |

|                            |                                                               |
|----------------------------|---------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b> |                                                               |
|                            | <b>ADVANCE WAREHOUSE</b>                                      |
|                            | TO: _____<br>(EXHIBITING CO. NAME)                            |
|                            | Booth #: _____                                                |
|                            | <b>Shepard Exposition Services c/o J&amp;J<br/>Trucking</b>   |
|                            | <b>2338 South Indiana Ave<br/>Chicago, IL 60616</b>           |
|                            | <b>Delivery Hours: M-F, 8-4:30 PM</b>                         |
|                            | For: <b>FMI Connect 2015</b>                                  |
|                            | First day freight can arrive w/o a surcharge:<br>May 12, 2015 |
|                            | Last day freight can arrive w/o a surcharge:<br>May 29, 2015  |

### DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

|                            |                                                                                               |
|----------------------------|-----------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b> |                                                                                               |
|                            | <b>DIRECT TO SHOW</b>                                                                         |
|                            | TO: _____<br>(EXHIBITING CO. NAME)                                                            |
|                            | Booth #: _____                                                                                |
|                            | C/O: <b>SHEPARD EXPOSITION SERVICES</b>                                                       |
|                            | <b>McCormick Place - South Building<br/>2301 South Lake Shore Drive<br/>Chicago, IL 60616</b> |
|                            | For: <b>FMI Connect 2015</b>                                                                  |
|                            | MUST NOT BE DELIVERED PRIOR TO:<br><b>June 7, 2015 @ 8:00 AM</b>                              |

|                            |                                                                                               |
|----------------------------|-----------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b> |                                                                                               |
|                            | <b>DIRECT TO SHOW</b>                                                                         |
|                            | TO: _____<br>(EXHIBITING CO. NAME)                                                            |
|                            | Booth #: _____                                                                                |
|                            | C/O: <b>SHEPARD EXPOSITION SERVICES</b>                                                       |
|                            | <b>McCormick Place - South Building<br/>2301 South Lake Shore Drive<br/>Chicago, IL 60616</b> |
|                            | For: <b>FMI Connect 2015</b>                                                                  |
|                            | MUST NOT BE DELIVERED PRIOR TO:<br><b>June 7, 2015 @ 8:00 AM</b>                              |



## HANGING SIGN SHIPPING LABELS

FMI Connect 2015

### HANGING SIGN SHIPPING ADDRESS LABELS

**HANGING SIGN:** If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

|                            |                                                                                                                                                                                                                                                                                                                                             |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b> |  <b>ADVANCE WAREHOUSE</b>                                                                                                                                                                                                                                  |
|                            | <b>HANGING SIGN</b>                                                                                                                                                                                                                                                                                                                         |
|                            | TO: _____<br>(EXHIBITING CO. NAME)                                                                                                                                                                                                                                                                                                          |
|                            | Booth #: _____                                                                                                                                                                                                                                                                                                                              |
|                            | <p>Shepard Exposition Services c/o J&amp;J Trucking<br/>2338 South Indiana Ave<br/>Chicago, IL 60616</p> <p>Delivery Hours: M-F, 8-4:30 PM</p> <p>For: <b>FMI Connect 2015</b></p> <p>First day freight can arrive w/o a surcharge:<br/><b>May 12, 2015</b></p> <p>Last day freight can arrive w/o a surcharge:<br/><b>May 29, 2015</b></p> |

|                            |                                                                                                                                                                                                                                                                                                                                             |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b> |  <b>ADVANCE WAREHOUSE</b>                                                                                                                                                                                                                                |
|                            | <b>HANGING SIGN</b>                                                                                                                                                                                                                                                                                                                         |
|                            | TO: _____<br>(EXHIBITING CO. NAME)                                                                                                                                                                                                                                                                                                          |
|                            | Booth #: _____                                                                                                                                                                                                                                                                                                                              |
|                            | <p>Shepard Exposition Services c/o J&amp;J Trucking<br/>2338 South Indiana Ave<br/>Chicago, IL 60616</p> <p>Delivery Hours: M-F, 8-4:30 PM</p> <p>For: <b>FMI Connect 2015</b></p> <p>First day freight can arrive w/o a surcharge:<br/><b>May 12, 2015</b></p> <p>Last day freight can arrive w/o a surcharge:<br/><b>May 29, 2015</b></p> |



## REFRIGERATED FOODS SHIPPING LABELS

FMI Connect 2015

### REFRIGERATED FOODS SHIPPING LABELS

| REFRIGERATED FOODS                        |                                                                                                                                                      |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b>                |                                                                                                                                                      |
|                                           | <b>DIRECT TO SHOW</b>                                                                                                                                |
|                                           | TO: _____<br>(EXHIBITING CO. NAME)                                                                                                                   |
|                                           | Booth #: _____                                                                                                                                       |
|                                           | C/O: <b>SHEPARD EXPOSITION SERVICES</b><br><b>McCormick Place - South Building</b><br><b>2301 South Lake Shore Drive</b><br><b>Chicago, IL 60616</b> |
| For: <b>FMI Connect 2015</b>              |                                                                                                                                                      |
| CAN ARRIVE ONLY:                          |                                                                                                                                                      |
| <b>After 8:00 AM Monday, June 8, 2015</b> |                                                                                                                                                      |

| REFRIGERATED FOODS                        |                                                                                                                                                      |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b>                |                                                                                                                                                      |
|                                           | <b>DIRECT TO SHOW</b>                                                                                                                                |
|                                           | TO: _____<br>(EXHIBITING CO. NAME)                                                                                                                   |
|                                           | Booth #: _____                                                                                                                                       |
|                                           | C/O: <b>SHEPARD EXPOSITION SERVICES</b><br><b>McCormick Place - South Building</b><br><b>2301 South Lake Shore Drive</b><br><b>Chicago, IL 60616</b> |
| For: <b>FMI Connect 2015</b>              |                                                                                                                                                      |
| CAN ARRIVE ONLY:                          |                                                                                                                                                      |
| <b>After 8:00 AM Monday, June 8, 2015</b> |                                                                                                                                                      |

| REFRIGERATED FOODS                        |                                                                                                                                                      |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b>                |                                                                                                                                                      |
|                                           | <b>DIRECT TO SHOW</b>                                                                                                                                |
|                                           | TO: _____<br>(EXHIBITING CO. NAME)                                                                                                                   |
|                                           | Booth #: _____                                                                                                                                       |
|                                           | C/O: <b>SHEPARD EXPOSITION SERVICES</b><br><b>McCormick Place - South Building</b><br><b>2301 South Lake Shore Drive</b><br><b>Chicago, IL 60616</b> |
| For: <b>FMI Connect 2015</b>              |                                                                                                                                                      |
| CAN ARRIVE ONLY:                          |                                                                                                                                                      |
| <b>After 8:00 AM Monday, June 8, 2015</b> |                                                                                                                                                      |

| REFRIGERATED FOODS                        |                                                                                                                                                      |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b>                |                                                                                                                                                      |
|                                           | <b>DIRECT TO SHOW</b>                                                                                                                                |
|                                           | TO: _____<br>(EXHIBITING CO. NAME)                                                                                                                   |
|                                           | Booth #: _____                                                                                                                                       |
|                                           | C/O: <b>SHEPARD EXPOSITION SERVICES</b><br><b>McCormick Place - South Building</b><br><b>2301 South Lake Shore Drive</b><br><b>Chicago, IL 60616</b> |
| For: <b>FMI Connect 2015</b>              |                                                                                                                                                      |
| CAN ARRIVE ONLY:                          |                                                                                                                                                      |
| <b>After 8:00 AM Monday, June 8, 2015</b> |                                                                                                                                                      |



# FROZEN FOODS SHIPPING LABELS

FMI Connect 2015

## FROZEN FOODS SHIPPING LABELS

| <b>FROZEN FOODS</b>                       |                                                                                                                                                      |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b>                |                                                                                                                                                      |
|                                           | <b>DIRECT TO SHOW</b>                                                                                                                                |
|                                           | TO: _____<br>(EXHIBITING CO. NAME)                                                                                                                   |
|                                           | Booth #: _____                                                                                                                                       |
|                                           | C/O: <b>SHEPARD EXPOSITION SERVICES</b><br><b>McCormick Place - South Building</b><br><b>2301 South Lake Shore Drive</b><br><b>Chicago, IL 60616</b> |
| For: <b>FMI Connect 2015</b>              |                                                                                                                                                      |
| CAN ARRIVE ONLY:                          |                                                                                                                                                      |
| <b>After 8:00 AM Monday, June 8, 2015</b> |                                                                                                                                                      |

| <b>FROZEN FOODS</b>                       |                                                                                                                                                      |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b>                |                                                                                                                                                      |
|                                           | <b>DIRECT TO SHOW</b>                                                                                                                                |
|                                           | TO: _____<br>(EXHIBITING CO. NAME)                                                                                                                   |
|                                           | Booth #: _____                                                                                                                                       |
|                                           | C/O: <b>SHEPARD EXPOSITION SERVICES</b><br><b>McCormick Place - South Building</b><br><b>2301 South Lake Shore Drive</b><br><b>Chicago, IL 60616</b> |
| For: <b>FMI Connect 2015</b>              |                                                                                                                                                      |
| CAN ARRIVE ONLY:                          |                                                                                                                                                      |
| <b>After 8:00 AM Monday, June 8, 2015</b> |                                                                                                                                                      |

| <b>FROZEN FOODS</b>                       |                                                                                                                                                      |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b>                |                                                                                                                                                      |
|                                           | <b>DIRECT TO SHOW</b>                                                                                                                                |
|                                           | TO: _____<br>(EXHIBITING CO. NAME)                                                                                                                   |
|                                           | Booth #: _____                                                                                                                                       |
|                                           | C/O: <b>SHEPARD EXPOSITION SERVICES</b><br><b>McCormick Place - South Building</b><br><b>2301 South Lake Shore Drive</b><br><b>Chicago, IL 60616</b> |
| For: <b>FMI Connect 2015</b>              |                                                                                                                                                      |
| CAN ARRIVE ONLY:                          |                                                                                                                                                      |
| <b>After 8:00 AM Monday, June 8, 2015</b> |                                                                                                                                                      |

| <b>FROZEN FOODS</b>                       |                                                                                                                                                      |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b>                |                                                                                                                                                      |
|                                           | <b>DIRECT TO SHOW</b>                                                                                                                                |
|                                           | TO: _____<br>(EXHIBITING CO. NAME)                                                                                                                   |
|                                           | Booth #: _____                                                                                                                                       |
|                                           | C/O: <b>SHEPARD EXPOSITION SERVICES</b><br><b>McCormick Place - South Building</b><br><b>2301 South Lake Shore Drive</b><br><b>Chicago, IL 60616</b> |
| For: <b>FMI Connect 2015</b>              |                                                                                                                                                      |
| CAN ARRIVE ONLY:                          |                                                                                                                                                      |
| <b>After 8:00 AM Monday, June 8, 2015</b> |                                                                                                                                                      |



## DRY FOODS SHIPPING LABELS

FMI Connect 2015

### DRY FOODS SHIPPING LABELS

| DRY FOODS                                 |                                                                                                                                                      |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b>                |                                                                                                                                                      |
|                                           | <b>DIRECT TO SHOW</b>                                                                                                                                |
|                                           | TO: _____<br>(EXHIBITING CO. NAME)                                                                                                                   |
|                                           | Booth #: _____                                                                                                                                       |
|                                           | C/O: <b>SHEPARD EXPOSITION SERVICES</b><br><b>McCormick Place - South Building</b><br><b>2301 South Lake Shore Drive</b><br><b>Chicago, IL 60616</b> |
| For: <b>FMI Connect 2015</b>              |                                                                                                                                                      |
| CAN ARRIVE ONLY:                          |                                                                                                                                                      |
| <b>After 1:00 PM Friday, June 5, 2015</b> |                                                                                                                                                      |

| DRY FOODS                                 |                                                                                                                                                      |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b>                |                                                                                                                                                      |
|                                           | <b>DIRECT TO SHOW</b>                                                                                                                                |
|                                           | TO: _____<br>(EXHIBITING CO. NAME)                                                                                                                   |
|                                           | Booth #: _____                                                                                                                                       |
|                                           | C/O: <b>SHEPARD EXPOSITION SERVICES</b><br><b>McCormick Place - South Building</b><br><b>2301 South Lake Shore Drive</b><br><b>Chicago, IL 60616</b> |
| For: <b>FMI Connect 2015</b>              |                                                                                                                                                      |
| CAN ARRIVE ONLY:                          |                                                                                                                                                      |
| <b>After 1:00 PM Friday, June 5, 2015</b> |                                                                                                                                                      |

| DRY FOODS                                 |                                                                                                                                                      |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b>                |                                                                                                                                                      |
|                                           | <b>DIRECT TO SHOW</b>                                                                                                                                |
|                                           | TO: _____<br>(EXHIBITING CO. NAME)                                                                                                                   |
|                                           | Booth #: _____                                                                                                                                       |
|                                           | C/O: <b>SHEPARD EXPOSITION SERVICES</b><br><b>McCormick Place - South Building</b><br><b>2301 South Lake Shore Drive</b><br><b>Chicago, IL 60616</b> |
| For: <b>FMI Connect 2015</b>              |                                                                                                                                                      |
| CAN ARRIVE ONLY:                          |                                                                                                                                                      |
| <b>After 1:00 PM Friday, June 5, 2015</b> |                                                                                                                                                      |

| DRY FOODS                                 |                                                                                                                                                      |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R<br/>U<br/>S<br/>H</b>                |                                                                                                                                                      |
|                                           | <b>DIRECT TO SHOW</b>                                                                                                                                |
|                                           | TO: _____<br>(EXHIBITING CO. NAME)                                                                                                                   |
|                                           | Booth #: _____                                                                                                                                       |
|                                           | C/O: <b>SHEPARD EXPOSITION SERVICES</b><br><b>McCormick Place - South Building</b><br><b>2301 South Lake Shore Drive</b><br><b>Chicago, IL 60616</b> |
| For: <b>FMI Connect 2015</b>              |                                                                                                                                                      |
| CAN ARRIVE ONLY:                          |                                                                                                                                                      |
| <b>After 1:00 PM Friday, June 5, 2015</b> |                                                                                                                                                      |

# ***FMI CONNECT 2015***

## **DIRECTIONS to McCormick Place MARSHALLING AREA**

### **North of Chicago to McCormick Place:**

Interstate 90 (Kennedy Expressway) to Interstate 55. Bear right, just past 18th Street. Then keep left to go North on Interstate 55 to Martin Luther King Drive (approximately 3/4 of a mile). Keep right (south) to 26th Street. Turn right (west) on 26th Street follow to State Street. Turn left (south) on State Street to 31st Street. Turn left (east) on 31st Street to the bridge, just before Lake Shore Drive. Cross the bridge. Turn left into the parkway to the Marshalling Area.

### **West of Chicago to McCormick Place:**

Interstate 290 (Eisenhower Expressway) east to Interstate 94 (Dan Ryan Expressway). Go south on Interstate 94 (Dan Ryan Expressway) to Interstate 55, veer right just past 18th Street. Then veer left to go North on Interstate 55 to Martin Luther King Drive (about 3/4 of a mile). Turn right (south) on 26th Street. Turn right (west) on 26th Street to State Street. Turn left (south) on State Street to 31st Street. Turn left (east) on 31st Street to the bridge, just before Lake Shore Drive. Cross the bridge. Turn left onto the parkway to the Marshalling Area.

### **Southwest of Chicago to McCormick Place:**

Interstate 55 directly to Martin Luther King Drive (1/2 mile past Cermak Road exit). Turn right (south) on Martin Luther King Drive follow to 26th Street. Turn right (west) on 26th Street follow to State Street. Turn left (south) on State Street follow to 31st Street. Turn left (east) on 31st Street to the bridge, just before Lake Shore Drive. Cross the bridge. Turn left into the parkway to the Marshalling Area.

### **South of Chicago to McCormick Place:**

Interstate 94 (Dan Ryan Expressway) to North Interstate 55 (Stevenson Expressway). Follow to Martin Luther King Drive. Turn right (south) on Martin Luther King Drive. Turn right (west) on 26th Street to State Street. Turn left (south) on State Street to 31st Street. Turn left (east) on 31st Street to the bridge, just before Lake Shore Drive. Cross the bridge. Turn left into the parkway to the Marshalling Area.

**MARSHALLING YARD ADDRESS  
2900 SOUTH MOE DRIVE  
CHICAGO, IL 60616**



# MATERIAL HANDLING 101

FMI Connect 2015

## MATERIAL HANDLING Q&A

### What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

### What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

### What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

## IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

### What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

## MATERIAL HANDLING CHARGES

### What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

### Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

## SMALL PACKAGES

### What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

### How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

## CRATED~UNCRAVED~SPECIAL HANDLING

### What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

### What are UNCRAVED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

### What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

### What is the difference between material handling and shipping?

**Shipping** is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

### Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

### What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

## IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

### What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. All shipments must be prepaid, no collect on delivery shipments will be accepted.

## SIGNATURE SERIES SHIPPING

### How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ Volume discounted shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.

## LIABILITY INSURANCE

### What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

## OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

# **FMI 2015**

## **POV / ASUV PLAN**

### **INBOUND**

**Monday, June 8, 8:00am – 3:30pm**

***(must be completely unloaded and vehicle removed by 3:30pm)***

Check in for POVs will take place at the McCormick Place ASUV Marshaling Yard Office on Moe Drive; off 31<sup>st</sup> Street. Drivers will receive POV/ASUV Pass and will be directed to the designated POV/ASUV unloading area. The driver will then be assisted/directed as follows:

- All vehicles that **do not qualify** as a POV/ASUV will be sent to the Shepard Exposition Services marshaling yard office (box trucks and or trailers).
- As space is available...self unloaders will be directed to the ramp at door SD1
- If space is not available POV/ASUV's will be held in line at the marshaling yard until space is available.
- POV/ASUV's requesting Shepard assisted unloading will be sent to ramp SD17 where cart service and/or regular drayage service will be available.

### **OUTBOUND**

**Tuesday, June 11, 5:00pm – 8:30pm**

***(must be completely loaded and vehicle removed by 8:30pm)***

***POV/ASUV's Exhibitors that would like to self-load*** must check in at the McCormick Place ASUV Marshaling Yard Office on Moe Drive; off 31<sup>st</sup> Street where drivers will receive an POV/ASUV Pass. As space is available...self-loaders will be directed to the ramp at door SD1.

***Exhibitors that would like assistance loading*** must obtain a MHA/BOL from the Shepard service desk. The driver will be instructed to retrieve his or her vehicle and proceed to the bottom of the ramp that leads up to South hall docks. The driver will show the traffic personnel the green and yellow copy of the MHA/BOL, at which time a POV/ASUV pass will be issued and the driver will be directed to ramp SD17 as space and assistance becomes available.

**\*\*Please note the following which explains the McCormick Place POV/ASUV Program guidelines and vehicle criteria.**

## What types of vehicles are considered under POV GUIDELINES?

*The types of vehicles shown below are the ONLY type that will be allowed to deliver or pick-up trade show equipment at McCormick Place.*



## What can be unloaded from and loaded into a vehicle?

*Only certain sizes of boxes and equipment can be unloaded from an automobile or small utility vehicle and only exhibitor owned hand carts may be used for transportation within the building*





## ASUV Program

McCormick Place allows exhibitors to unload/load from automobiles and small utility vehicles at designated docks using only non-motorized, non-hydraulic, hand trucks and dollies. The ASUV Program is available on predetermined dates and times as listed below. McCormick Place encourages Exhibitors to participate in the ASUV program in one of three options:

1. Self Loading/Unloading ASUV
2. ASUV Valet
3. Exhibitor Guaranteed Parking (hand carry items)

Please visit <http://mccormickplace.com/exhibitors/asuv.php> for more information and to register for this program.

If your vehicle does not meet the criteria below, you will need to follow Marshalling Yard instructions for truck check-in. Material handling charges will be based on published kit rates.

### Vehicle Criteria:



Designated ASUV dates & times: Move-in or move-out with a registered ASUV Vehicle will be allowed at the following dates and times:

Move-in:

Move-out:

Check-in for exhibitors will take place at the Marshalling Yard Office on Moe Drive; off 31st Street where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building.



Register your vehicle at:

<http://mccormickplace.com/exhibitors/asuv.php>

### Questions? Contact:

Shepard Exposition Services

Phone: (404) 720-8600

Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)



**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

**OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST**

**FMI Connect 2015**

**June 9 - 11, 2015**

**McCormick Place - Chicago, Illinois**

Event Code: G193280615

**PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS**

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit by the deadline date above. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

**\*Note: All third parties must pick up BOL/labels at the Shepard Service Desk.**

**SHIP TO ADDRESS:**

COMPANY NAME \_\_\_\_\_

DELIVERY ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ BOOTH \_\_\_\_\_

**Number of Pieces:** \_\_\_\_\_ **Number of Labels Requested:** \_\_\_\_\_

☐ Crate ☐ Skid ☐ Cases ☐ Carton  Total Weight

**CARRIER SELECTION**

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: \_\_\_\_\_

\*\*If selecting a carrier other than Shepard Logistics, you must schedule the pickup.

\*\* If using FedEx or UPS you must have *and apply* their shipping labels

**Type of Service:**

☐ Ground ☐ Overnight ☐ 2nd Day

**In the event your designated carrier fails to pickup:**

☐ Reroute via show carrier  
☐ Return to Warehouse

**Shipping Options:**

Inside Delivery \_\_\_\_\_ Residential \_\_\_\_\_ Lift Gate \_\_\_\_\_ No Loading Docks \_\_\_\_\_

**OUTBOUND SHIPMENT REQUIREMENTS:**

1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

**\*\*Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

**TRANSPORTATION CHARGES BILLING ADDRESS:** ☐ SAME AS SHIP TO ADDRESS

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.



**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# HANGING SIGN INFORMATION

**FMI Connect 2015**

**June 9 - 11, 2015**

**McCormick Place - Chicago, Illinois**

Event Code: G193280615

## **IMPORTANT GUIDELINES! PLEASE READ!**

### **HANGING SIGN INFORMATION**

- Complete the appropriate Shepard / Edlen sign hanging order form per the information below.
- The use of MIS, Octonorm or similar component systems for hanging signs is not permitted.
- All signs must be designed to comply with FMI Connect 2015 rules and regulations and facility limitations.
- All signs must have proof of structural integrity and structurally engineered rigging points.
- Engineered – stamped assembly and hanging instructions must be included with your orders. Shepard accepts no liability for any work completed without such instructions.

### **NON-ELECTRICAL HANGING SIGNS (UNDER 250lbs)**

- Shepard personal / employees must assemble and disassemble the sign (see Shepard Overhead Hanging Sign Assembly form).
- Shepard personal / employees must install and dismantle the hanging sign (see Shepard Overhead Rigging / Hanging Sign form).

### **NON-ELECTRICAL HANGING SIGNS (UNDER 250lbs - CHAIN HOIST REQUIRED)**

- Shepard personal / employees must assemble and disassemble the sign (see Shepard Overhead Hanging Sign Assembly form).
- Edlen Electricians will install hoist and install and dismantle the hanging sign (see Edlen Electrical Hanging Sign form).

### **NON-ELECTRICAL HANGING SIGNS (USING A ROTATOR)**

- Shepard personal / employees must assemble and disassemble the sign (see Shepard Overhead Hanging Sign Assembly form).
- Edlen Electricians will install hoist and install and dismantle the hanging sign (see Edlen Electrical Hanging Sign form).

### **ELECTRICAL HANGING SIGNS**

- Edlen Electricians will assemble and disassemble all electrical signs (see Edlen Electrical Labor form).
- Edlen Electricians will install chain hoist if sign is over 250 lbs. (see Edlen Electrical Hanging Sign form).
- Edlen Electricians will install and dismantle the hanging sign (see Edlen Electrical Hanging Sign form).



# HANGING SIGNS 101

FMI Connect 2015

## GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts.
- Shepard Exposition Services employees are ONLY personnel allowed to operate mechanized equipment
- Shepard Exposition Services certified riggers or electricians must assemble and disassemble ALL overhead rigging including:
  - \*Overhead Truss
  - \* Attachment and removal of light fixtures for truss or signs
  - \* Assembly of hanging sign frame and graphics
  - \* Additional installation required for chain motors, span sets and other packages.
- Shepard Exposition Services certified riggers must install and remove ALL hanging materials that will be flown overhead.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign and additional fees will apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with the City of Chicago. Electrical services must be ordered through the Electrical Service Provider (form included in manual).

## CHECKLIST FOR ORDERING HANGING SIGNS

- ☐ **Submit Payment Authorization Form**  
(OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- ☐ **Order Assembly Labor to have your sign built by Shepard Certified Riggers**  
(Fill out top section of the Hanging Sign Overhead Rigging Form)
- ☐ **Order Install and Dismantle for all Hanging Signs, Truss and Motors**
- ☐ **Order any necessary Chain Motors, Rotating Motors and Truss**  
(Remember to place separate electrical order to power any motors!)
- ☐ **Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.**
- ☐ **Package Hanging Sign(s) in a separate container from exhibit materials**
- ☐ **Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual**
- ☐ **Ship Hanging Sign(s) to the Advanace Warehouse by:** **Friday, May 29, 2015**

## Shepard Glossary

**Advanced Freight** – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.

**Advance Order** – An order for services sent to service contractor prior to installation date.

**Aisle Carpet** – The carpet that is placed on the Event floor in the aisles to separate the booths.

**Back Wall** – Refers to the drape used at the rear of a standard booth.

**Bill of Lading** – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)

**Booth Package** – This term describes the equipment supplied to exhibitors from show management.

**Certified Weight Ticket** – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

**Common Carrier** – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

**Corner Booth** – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

**CWT** – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

**Drayage** – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

**DT Labor** – Double-time labor, or work performed on double time and charged at twice the published rate.

**Empty Sticker** – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

**Exclusive Contractor** – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

**Exhibitor-Approved Contractor (EAC)** – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

**Exhibitor Kit** – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

**Facility Carpeted** – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

**Floor Order** – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

**Floor Port** – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

**Freight** – Exhibit properties and other materials shipped for an exhibit.

**Freight Desk** – The area where inbound and outbound exhibit materials are handled at a trade event.

**Forklift /Ground Rigging** – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

**Hard wall** – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

**I&D** – Installation and dismantling of an exhibit by a labor source. Exhibitors may order this service from the general contractor.

**ID Signs** – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.

**In-line** – An exhibit that is constructed in a continuous line with other exhibits.

**Island Exhibit** – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

**Labor** – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

**Logistics** – Point to point transportation services for freight by an appointed carrier.

**Marshaling Yard** – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

**Move In** – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

**Mobile Spotting Fee** – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

**Move-out** – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

**Padded Van Shipment** – Uncrated goods covered with blankets or other protective padding and shipped via van line.

**Perimeter Booth** – A booth space on an outside wall.

**Pipe and Drape** – Tubing covered with draped fabric to make up rails and back wall of a trade show.

**Porter Service** – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

**Quad Box** – Four electrical outlets in one box provided by the electrical contractor.

**Registration** – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

**Rigger** – A skilled worker responsible for handling and assembly of machinery.

**Right-to-Work state** – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

**Service Desk** – The location at which exhibitors order services.

**Side Rails** – The wall between two booths used to divide exhibits, typically 3' high.

**Skirting** – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

**Special Handling** – An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

**ST labor** – Straight time labor, or work performed during normal hours at the standard rate.

**Targets** – Exhibitor move in date/time prior to general move-in available by appointment only.

**Visqueen** – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

# CompuSystems

## Lead Management

# FMI Connect 2015 is right around the corner!

- How will you remember who stopped by your booth?
- How will you know how to contact them after the show?
- How will you know what they wanted?

### Scanners

Use our most advanced badge scanner yet, CompuLEAD Smart. This badge scanner comes as a downloadable app for your own smartphone/tablet or as a compact smartphone rental. Both give you the ability to quickly capture, qualify and view leads in real-time on and off the show floor, plus so much more!

- Download the app on your smartphone/tablet and capture leads at networking events, hotel lobbies, the show floor or anywhere else you go. Have your entire team download the app and capture leads collaboratively with seamless integration of all your apps.
- Don't waste time asking leads for all of their contact info, just scan a badge or enter their email address and get all their information instantly downloaded to your device. With custom qualifiers, survey questions and voice to text note taking our scanners help keep your leads organized for easier follow up.

### myLeads

Each lead you scan is qualified with follow up action codes and is automatically added to myLeads, our premier post-show follow up service. Enjoy the following features, plus much more, all for FREE by ordering one of our badge scanners.

- Download your lead list to eliminate hand-keying leads into your database
- Send follow-up emails to your lead list
- Generate reports to measure ROI

If you have any questions, one of our knowledgeable exhibitor services representatives is standing by to help you place your order.

Have a Great Show!  
CompuSystems



CompuSystems

**ORDER ONLINE**  
[www.compusystems.com/order](http://www.compusystems.com/order)

For assistance (inside the U.S.)  
call toll-free: 866.600.LEAD (5323)

For assistance (outside the U.S.)  
call: +1 708.786.5565

# CompuLEAD Products

## CompuLEAD Smart

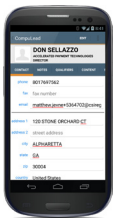


App supports this year's operating system as well as the previous year's releases for all iPhone, iPad and Android devices.

Download this robust lead retrieval app on your team's own iPhone, iPad or Android devices to capture, qualify, survey, edit and view your leads all in real-time. You can record leads on the shuttle bus, at the hotel, at a networking event and of course of the show floor or anywhere else your phone goes.

- Scan the barcode on the attendee's badge, enter the number found on the badge or enter their email address to capture their contact information
- Complete with 10 standard qualifiers and 4 standard survey questions or create your own custom qualifiers or survey questions
- Edit lead contact information and add notes
- Instant online access to sales leads (data plan or Wi-Fi required)
- Send electronic literature immediately to your leads right from within the app (addl. charges may apply)

## CompuLEAD Mobile Plus



This compact device allows you to capture, qualify, survey, edit and view your leads all in real-time without using your own phone/tablet. Capture leads at the hotel, at a networking event and on the show floor, just make sure you return the device after the show!

- Instant online access to sales leads (powered by Sprint 4G LTE)
- Complete with 10 standard qualifiers and 4 standard survey questions
- Create custom lead qualifiers or survey questions
- Optional wireless printer (addl. charges will apply)



## CompuLEAD Mobile

Capture leads anywhere with this lightweight handheld device, and quickly read attendee badges without removing badge from holder.

- Leads provided electronically
- Note taking functionality
- Complete with 10 standard qualifiers
- Create custom lead qualifiers (addl. charges will apply)

## myLeads Follow Up Services

### Included FREE with all CompuLEAD rentals

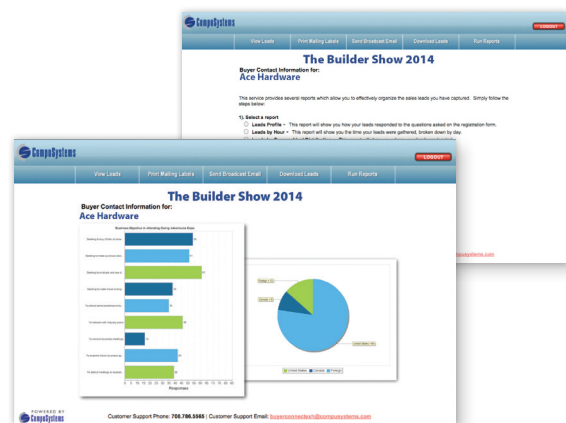
CompuSystems offers premier post show follow up services for exhibitors *and* attendees. Within 24 hours of the show closing, both exhibitors and attendees will receive a personal myLeads email inviting them to view their contacts and take advantage of a powerful suite of post show follow up services.

### Exhibitors can:

- Download their lead file (*if electronic lead file has been purchased*)
- View and print their leads
- Send broadcast emails to their list of leads
- Print mailing labels from their list of leads
- Run pre-designed reports to help measure ROI

### Attendees can:

- View and download company information for exhibitors they visited
- Send follow-up emails to exhibitor contacts



## terms & conditions

By completing the Lead Retrieval Order Form, you agree to be held liable for the return of the CompuLEAD unit and its accessories. If the unit is not returned within 1 hour after the show floor closes, a \$100 late fee will be charged per day to the credit card on file until the unit is returned. If the unit is not returned or returned damaged, a \$1500 replacement fee will be charged. If the Wireless Printer is not returned a \$750 replacement fee will be charged. If the power cord for the Wireless Printer or Mobile Plus (Android Smartphone) is not returned a \$100 replacement fee will be charged. If the unit or accessories are subsequently returned to CompuSystems, the fees may be reduced by CompuSystems. You, not CompuSystems or Show Management, are responsible for the proper use and safekeeping of the equipment.


**ORDER ONLINE: [www.compusystems.com/order](http://www.compusystems.com/order)**
**EARLY BIRD DEADLINE: 04/10/15 ADVANCE DEADLINE: 04/27/15**
**best value!**

### complete packages

Select a package for everything you need to capture, qualify and follow up with your leads.



Data-plan or Wi-Fi plan required.

#### CompuLEAD Smart App Package - Unlimited (116)

Activate the app on an unlimited number of devices. Includes instant online lead access and custom qualifiers/survey questions. Also includes 15 pieces of literature (15 PDFs, up to 5 MB each) and links to 5 videos, which can be distributed to your leads right from within the app via email.

| EARLY BIRD | ADVANCE | STANDARD | QTY | TOTAL   |
|------------|---------|----------|-----|---------|
| \$810      | \$845   | \$895    | ___ | \$_____ |

#### CompuLEAD Smart App Package - 3 Activation Codes (115)

Activate the app on up to three devices. Includes instant online lead access and custom qualifiers/survey questions. Also includes 15 pieces of literature (15 PDFs, up to 5 MB each) and links to 5 videos, which can be distributed to your leads right from within the app via email.

|       |       |       |     |         |
|-------|-------|-------|-----|---------|
| \$570 | \$610 | \$655 | ___ | \$_____ |
|-------|-------|-------|-----|---------|



#### CompuLEAD Mobile Plus Qualifier (114)

 Includes electronic leads, custom qualifiers, instant online lead access, wireless printer and delivery, setup and in-booth training. *Requires nightly charging.*

|       |       |       |     |         |
|-------|-------|-------|-----|---------|
| \$580 | \$645 | \$720 | ___ | \$_____ |
|-------|-------|-------|-----|---------|



#### CompuLEAD Mobile Qualifier (113)

Includes electronic leads, custom qualifiers, and delivery, setup and in-booth training.

|       |       |       |     |         |
|-------|-------|-------|-----|---------|
| \$540 | \$610 | \$685 | ___ | \$_____ |
|-------|-------|-------|-----|---------|

### a la carte

#### CompuLEAD Smart App - Unlimited Activation Codes (178A)

| EARLY BIRD | ADVANCE | STANDARD | QTY | TOTAL   |
|------------|---------|----------|-----|---------|
| \$700      | \$740   | \$790    | ___ | \$_____ |

#### CompuLEAD Smart App - 3 Activation Codes (173A)

|       |       |       |     |         |
|-------|-------|-------|-----|---------|
| \$450 | \$490 | \$540 | ___ | \$_____ |
|-------|-------|-------|-----|---------|

#### CompuLEAD Mobile Plus (174A)

|       |       |       |     |         |
|-------|-------|-------|-----|---------|
| \$450 | \$490 | \$540 | ___ | \$_____ |
|-------|-------|-------|-----|---------|

##### Wireless Printer (187A)

|       |       |       |     |         |
|-------|-------|-------|-----|---------|
| +\$75 | +\$85 | +\$95 | ___ | \$_____ |
|-------|-------|-------|-----|---------|

##### Delivery, Setup and In-Booth Training (08)

|       |        |        |     |         |
|-------|--------|--------|-----|---------|
| +\$85 | +\$105 | +\$125 | ___ | \$_____ |
|-------|--------|--------|-----|---------|

#### CompuLEAD Mobile (13A)

|       |       |       |     |         |
|-------|-------|-------|-----|---------|
| \$400 | \$440 | \$490 | ___ | \$_____ |
|-------|-------|-------|-----|---------|

##### Custom Lead Qualifiers (18A)

|       |       |        |     |         |
|-------|-------|--------|-----|---------|
| +\$85 | +\$95 | +\$105 | ___ | \$_____ |
|-------|-------|--------|-----|---------|

##### Delivery, Setup and In-Booth Training (08)

|       |        |        |     |         |
|-------|--------|--------|-----|---------|
| +\$85 | +\$105 | +\$125 | ___ | \$_____ |
|-------|--------|--------|-----|---------|

\* Custom Qualifiers must be received at the time your order is placed. Any changes to your qualifiers after your order is processed (either pre-show or onsite) will result in a \$50 service fee.

Using your own scanning equipment? Please note that the barcode is encrypted. Call 708.786.5565 for information and pricing on obtaining full lead information post-show.

### payment

|                    |                                               |                    |
|--------------------|-----------------------------------------------|--------------------|
| Contact Name/Title | Company Name                                  | Booth # (Required) |
| Address            |                                               |                    |
| City               | State                                         | Zip Code           |
| Country            |                                               |                    |
| Phone              | Onsite Cell                                   | Fax                |
| E-mail             | Alternate E-mail (to receive leads post-show) |                    |

☐ Visa ☐ MC ☐ Amex

 Credit card deposit **required** for all rentals.

By signing this order form, I declare that I have fully read, understand and agree to abide by the Terms and Conditions listed on the product description page.

|                 |                      |
|-----------------|----------------------|
| Card Number     | Expiration Date      |
| Cardholder Name | Cardholder Signature |

**ALL ORDERS SUBJECT TO A \$100 CANCELLATION FEE**  
**NO REFUNDS AFTER 05/11/15**  
 No refunds on CompuLEAD Smart

Subtotal \$ \_\_\_\_\_

 Processing Fee \$ 15.00
**TOTAL \$ \_\_\_\_\_**

All applicable taxes will apply.


**ORDER ONLINE**
[www.compusystems.com/order](http://www.compusystems.com/order)

**FAX ORDERS TO:**

+1 708.344.4444


**MAIL ORDERS TO:**

 CompuSystems, Inc.  
 2651 Warrenville Road, Suite 400  
 Downers Grove, IL 60515, USA

**FOR ASSISTANCE CALL:**

 (INSIDE U.S.) toll free 866.600.LEAD  
 (OUTSIDE U.S.) +1 708.786.5565

# Custom Lead Qualifier Template

All the CompuLEAD lead retrieval units come equipped with ten standard lead qualifiers. For an additional charge, you can choose to create and supply CompuSystems with qualifiers specific to your company using the template below. Simply select the Custom Lead Qualifiers option on the lead retrieval order form, and fax this template to CompuSystems along with your order. Your lead retrieval product(s) will then be programmed with the qualifiers you specified.

You may create up to 99 Custom Lead Qualifiers, up to 21 characters long (including blank spaces).

In addition to letters and numbers, the following characters may be used: dashes, greater than and less than symbols, and plus and minus signs.

- .....
01. \_\_\_\_\_
  02. \_\_\_\_\_
  03. \_\_\_\_\_
  04. \_\_\_\_\_
  05. \_\_\_\_\_
  06. \_\_\_\_\_
  07. \_\_\_\_\_
  08. \_\_\_\_\_
  09. \_\_\_\_\_
  10. \_\_\_\_\_
  11. \_\_\_\_\_
  12. \_\_\_\_\_
  13. \_\_\_\_\_
  14. \_\_\_\_\_
  15. \_\_\_\_\_
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The following qualifiers come standard with every unit rented:

## Standard Lead Qualifiers

- |                   |                    |
|-------------------|--------------------|
| 01 A-Lead         | 06 E-mail Info     |
| 02 B-Lead         | 07 Mail Info       |
| 03 C-Lead         | 08 Have Rep Call   |
| 04 Influencer     | 09 Gave Literature |
| 05 Decision Maker | 10 Gave Demo       |



Use this template to create your own custom codes, which will replace the standard qualifiers listed above. Please keep a copy for your records.

All qualifiers will be programmed into your lead retrieval unit prior to show start. For CompuLEAD Mobile, you will be able to view your list of qualifiers on the unit's screen. For CompuLEAD Smart and CompuLEAD Mobile Plus, you must customize your qualifiers **PRIOR** to activation.

If you need additional space beyond what this template allows, you may attach a separate sheet of paper to this form continuing the number sequence.

**Fax with your order form to: +1 708.344.4444**

Show Name \_\_\_\_\_

Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

# SAVOR...

**WELCOME TO SAVOR...**  
at McCormick Place

## **EXHIBITOR MENU** **"Show Floor"**

**Please submit all orders by:**

May 18, 2015

### **Catering Representatives:**

Sundown Platt  
splatt@mccormickplace.com  
Fax: 312-791-7280

**ENJOY AND SAVOR...Chicago!**



Menu and pricing are specific to exhibit floor catering.  
Services are drop off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR...Chicago is the exclusive food and beverage provider for McCormick Place Convention Center. Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

**Pricing** - Prices quoted do not include 21.50% service charge or sales tax unless otherwise noted. Prices are subject to change without notice; guaranteed prices will be confirmed when contracted.

**Contracts** - A signed copy of the contract outlining all catering services will be provided. The signed contracts state terms, addendum and specific function sheets constitute the entire agreement between the client and SAVOR. Secondary agents, acting on behalf of the primary client receiving services, may sign the contract in their behalf only with full payment in advance. Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

**Cancellations** - In the event of Cancellation, a deposit will be fully refunded only if made 21 days prior to the event. Cancellations made less than 21 days (under \$2,000.00) or 30 days (\$2,000.00 and over) prior to the event are subject to 25% retention of the deposit as a cancellation fee. Please note, for specialty menus or items, a longer window of cancellation may be necessary, this is determined on an event by event basis and client is responsible for all charges associated with the items if we have already received the product or are unable to cancel the order.

**Payment/Deposit** - An initial deposit in the amount noted on the Catering Contract is payable, along with a signed contract, at the specified date on the contract letter to guarantee catering services. Full payment of the balance due, based on the guarantee, is payable 30 days prior to the event. Payment can be made in cash or certified check. A 2.5% fee will be added to all credit card payments over \$1,000.00. A major credit card is required to guarantee payment of any replenishment or new orders requested during a show/function. These charges will be billed to the credit card unless payment is received at the end of the show/function.

- **Exhibit Floor Catering is a drop off service only and is not responsible for trash removal.**
- **Orders are served on disposableware. China service is available for an additional cost.**
- **Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price (F&B). On site POP UP orders have a 2 hour delivery window.**
- **SAVOR...Chicago is NOT responsible for supplying tables on the show floor for catering services and/or bar set-up. The client needs to provide a table whether it is existing counter space in their booth or rented from the show decorator. For electric needs contact your show decorator as well.**
- **Staffing and upgrades are available. Consult your catering team for details.**

**SAVOR...Chicago**  
at McCormick Place

## ORDER FORM

|                   |               |                 |                          |
|-------------------|---------------|-----------------|--------------------------|
| TRADE SHOW        |               | ORDER DEADLINE  | 3 weeks before show open |
| CONTACT           |               | ON-SITE CONTACT |                          |
| COMPANY           |               | ON-SITE PHONE # |                          |
| ADDRESS           |               |                 |                          |
| CITY, STATE, ZIP  |               |                 |                          |
| PHONE #           |               | FAX #           | # OF GUESTS:             |
| EMAIL ADDRESS     |               |                 |                          |
| BOOTH # or ROOM # |               |                 |                          |
| BUILDING          | PLEASE CIRCLE | N               | S E W                    |

**PLEASE PLACE ORDER BELOW**

All tables, electrical requirements, and garbage removal service must be ordered through your contractor for services in the booth.

Increases and/or new orders made within 3 business days of the Show will be subject to a 20% additional fee based on the menu price (F&B).

[illegible]

A signed Catering Agreement and full payment in advance is required to confirm your order.

Prices are only guaranteed at the time of contract execution.

Please remit this form to your Catering Sales Manager:

## PAYMENT INFORMATION

|                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                          |                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------|-----------------------------------|
| <b>METHOD OF PAYMENT</b>                                                                                                                                                                                                                                                                                                                                                                    | <b>check</b> <input type="radio"/> | <b>credit card</b> <input type="radio"/> | <b>wire</b> <input type="radio"/> |
| <p>PLEASE NOTE: All checks and wires must be received before opening of the Show, and all clients must have a credit card on file for any additional on-site orders or increase in quantities. All cards will be automatically run after the show for the on-site orders or increases. PLEASE NOTE. A 2.5% processing fee will be added to invoices over \$1000.00 paid by credit card.</p> |                                    |                                          |                                   |
| <b>CREDIT CARD #</b>                                                                                                                                                                                                                                                                                                                                                                        |                                    |                                          |                                   |
| <b>EXPIRATION DATE</b>                                                                                                                                                                                                                                                                                                                                                                      |                                    | <b>V-CODE</b>                            |                                   |
| <b>BILLING ADDRESS</b>                                                                                                                                                                                                                                                                                                                                                                      |                                    |                                          |                                   |
| <b>CITY, STATE, ZIP</b>                                                                                                                                                                                                                                                                                                                                                                     |                                    |                                          |                                   |
| <b>CARD HOLDERS NAME</b>                                                                                                                                                                                                                                                                                                                                                                    |                                    |                                          |                                   |

PLEASE BE ADVISED THAT ALL FOOD AND BEVERAGE ITEMS MUST BE PURCHASED THROUGH SAVOR

Service includes compostable flatware, plates and napkins. 21.50% service charge and sales taxes apply.

There is a \$50 food and beverage minimum requirement for all booth deliveries. There is a 2.5% charge on all credit cards over \$1000.

**SAVOR Does not supply tables for food and beverage in your booth. You must order these through the general contractor.**

Increases and/or new orders made within 3 business days of the Show will be subject to a 20% additional fee based on the menu price (F&B).

## BREAKFAST

*Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price (F&B). All selections are served with disposable plates, service items and condiments.*

**Minimum order of \$50.00 food and beverage is required for all booth deliveries**



### **Breakfast Burrito**

Scrambled Eggs, Chorizo Sausage, Peppers, Spinach and Jack Cheese  
\$84.00 for 12

### **Bacon, Egg and Cheese Biscuit**

Bakery Fresh Biscuit with Scrambled Eggs, Cheese and Bacon  
\$84.00 for 12

### **Croissant Sandwich**

Freshly Scrambled Eggs, Country Ham and Cheddar Cheese  
\$84.00 for 12

### **English Muffin Sandwich**

Freshly Scrambled Eggs with Cheddar Cheese and your choice of Sausage, Bacon or Ham  
\$84.00 for 12 of one kind

### **Breakfast Wrap**

Whole Wheat Tortilla filled with Freshly Scrambled Eggs, Spinach, Broccoli, Green Onion and Jack Cheese  
\$84.00 for 12

### **Seasonal Fruit Parfait**

Fresh Seasonal Fruit layered with Granola and Low-Fat Yogurt  
\$72.00 for 12

### **Breakfast Quesadillas**

Freshly Scrambled Eggs, Grilled Vegetables, Chihuahua Cheese and Salsa Fresca  
\$64.00 for 12



Menu and pricing are specific to exhibit floor catering.

**Services are drop off only.** Staffing and upgrades are available. Consult your catering team for details.

## MORNING SNACKS

*Gluten Free <sup>GF</sup> options available*

### Assorted Sweet Breakfast Breads

\$36.00 per dozen

### Croissants

\$42.00 per dozen

### Bagels and Cream Cheese

\$36.00 per dozen

### Assorted Danish

\$36.00 per dozen



### Assorted Donuts

\$30.00 per dozen

### Pecan Sticky Rolls

\$40.00 per dozen

### Assorted Muffins

\$36.00 per dozen

### Assorted Yogurts <sup>GF</sup>

\$44.00 per dozen

## BEVERAGES

*Includes cups, napkins and appropriate condiments*

### Coffee, Decaffeinated Coffee or Hot Tea

\$42.00 per gallon – minimum 3 gallons of one kind

### Iced Tea or Lemonade

\$42.00 per gallon – minimum 3 gallons of one kind

### Dasani Bottled Waters (16oz)

\$66.00 per case of 24

### Sparkling Bottled Water (11oz)

\$89.25 per case of 24

### Coke Soft Drinks (12oz)

\$54.00 per case of 24

### Assorted Bottled Juice (10oz)

**Orange, Apple or V8**

\$70.00 per case of 24

### Energy Drink (16oz)

\$76.00 per case of 12



### Powerade (20oz)

\$95.50 per case of 24

### Bottled Iced Tea (16oz)

\$91.00 per case of 24

### Starbucks Frappuccino (8.5oz)

\$78.00 per case of 12

## BEVERAGES OPTIONS

### MORNING COFFEE PACKAGE

This package comes with three gallons of regular coffee, two gallons of decaffeinated coffee and one gallon of herbal tea. It is delivered in disposable to-go coffee containers with disposable cups.  
\$225.00 per package

### WATER COOLER SERVICE STATION

50 Degree Water Cooler

\$100.00/first day      \$35.00 each additional day

Hot & Cold Water Cooler

\$125.00/first day      \$35.00 each additional day

5 Gallon Water Jug

Includes 100 flat-bottom cold cups

\$35.00 per bottle



**Client is responsible for supplying:**

110 v / 15 amp circuit of power at the location  
Advance order is required—subject to availability

## ANYTIME SNACKS

Gluten Free <sup>GF</sup> options available

### Chocolate Dipped Strawberries

\$42.00 per dozen

### Assorted Freshly Baked Cookies

\$28.00 per dozen

### Rice Krispy Treats

\$36.00 per dozen

### Fudge Brownies

\$36.00 per dozen

### Lemon Bars

\$37.50 per dozen

### Blondies

\$36.00 per dozen

### Assorted Miniature Hershey Chocolates <sup>GF</sup>

\$24.00 per dozen

### Potato Chips and French Onion Dip

\$21.50 serves 8-10

### Premium Mixed Nuts <sup>GF</sup>

\$26.00 per pound

### Whole Fresh Fruit <sup>GF</sup>

\$28.00 per dozen

### Pita Chips and Hummus

\$28.00 serves 8-10

### Individual Bags of Pretzels

\$40.00 per dozen



### Individual Bags of Assorted Chips

\$42.00 per dozen

### Assorted Hard Candies <sup>GF</sup>

\$15.00 per pound

### Quaker Oats Granola Bars

\$19.50 per box of 8

### Assorted Energy Bars

\$42.00 per dozen

### Honey Roasted Peanuts <sup>GF</sup>

\$20.00 per pound

### Tortilla Chips and Salsa

\$23.00 serves 8-10

### Assorted Biscotti

\$30.50 per dozen

## PLATTERS

*The crackers served with the platters are not Gluten Free* (GF)  
*Gluten Free* (GF) *options available*

### **Deluxe Imported and Domestic Cheese Platter** (GF)

Chef's Selection of Imported and Domestic Cheese garnished with Seasonal Fresh Fruit, Almonds, Dried Apricots, Sliced Sourdough Baguette and Assorted Crackers  
Small Platter Serves 12 - \$89.00  
Medium Platter Serves 25 - \$175.00  
Large Platter Serves 50 - \$350.00



### **Sliced Seasonal Fruit Platter** (GF)

A Selection of Seasonal Fresh Fruit and Berries  
Small Platter Serves 12 - \$82.00  
Medium Platter Serves 25 - \$160.00  
Large Platter Serves 50 - \$320.00

### **Deluxe Crudité's and Dip Platter** (GF)

Chef's Selection of Seasonal Fresh Vegetables served with White Bean Garlic Dip and Traditional Ranch Dressing  
Small Platter Serves 12 - \$70.00  
Medium Platter Serves 25 - \$140.00  
Large Platter Serves 50 - \$280.00

### **European Charcuterie Board** (GF)

Thinly Sliced Cured and Smoked Meats, Imported Cheese, Pate, Cornichons served with Sliced French Baguette  
Small Platter Serves 12 - \$95.00  
Medium Platter Serves 25 - \$190.00  
Large Platter Serves 50 - \$380.00

### **Smoked Salmon Platter** (GF)

Hardboiled Eggs, Diced Red Onion, Chopped Tomatoes, Capers, Cream Cheese served with Costini's  
Small Platter Serves 12 - \$100.00  
Medium Platter Serves 25 - \$200.00  
Large Platter Serves 50 - \$400.00

### **Antipasto Platter** (GF)

Dry Italian Salami, Provolone Cheese, Roasted Peppers, Marinated Bocconcini, Grilled Eggplant, Mushrooms, Squash, Assorted Olives, Giardiniera, Cherry Peppers and Marinated Artichoke Hearts  
Small Platter Serves 12 - \$100.00  
Medium Platter Serves 25 - \$200.00  
Large Platter Serves 50 - \$400.00

## LUNCH PLATTER CHOICES

*All sandwiches served with individual bags of potato chips and appropriate condiments*

**Platters serve approximately 6 people**

### **Chef's Delicatessen Platter**

Make-your-own Deli Sandwiches with Roast Beef, Turkey Breast, Ham, Swiss and Cheddar Cheeses

Lettuce, Tomato and Fresh Breads

\$100.00 per platter

### **Sandwich Combo Platter**

Option 1: Mesquite Turkey, Roast Beef and Mushroom Sandwich Combination

\$79.00 per platter

Option 2: Ham and Cheese, Chicken Breast and Vegetarian Waldorf

\$79.00 per platter

### **Tuna Sandwich Platter**

Our Special Recipe Tuna Salad, Lettuce, Tomatoes and Red Onion with Salt and Pepper on Brioche Bun

\$79.00 per platter

### **Mini Wrap Platter**

**12 sandwiches on platter**

Pre-made Mini Deli Wraps with a variety of Turkey, Ham and Roast Beef

\$79.00 per platter

### **Mesquite Turkey with Smoked Bacon Sandwich Platter**

Mesquite Turkey, Smoked Bacon, Sharp Cheddar and Basil Aioli on Whole Wheat Ciabatta

\$79.00 per platter

### **Ham & Cheese Sandwich Platter**

Thinly Sliced Honey Baked Ham, Swiss Cheese, Honey Mustard, Lettuce and Tomato on a Pretzel Roll

\$79.00 per platter



**Gluten Free <sup>GF</sup> bread also available for all sandwiches.**  
**Must be ordered in advance.**

## LUNCH PLATTER CHOICES

*All sandwiches served with individual bags of potato chips and appropriate condiments*

*All salads are served with individual bags of pita chips and appropriate condiments*

**Platters serve approximately 6 people**

### **Roast Beef Sandwich Platter**

Slow Roasted Beef, Crumbled Blue Cheese and Balsamic Onion Jam on a Brioche Bun  
\$79.00 per platter

### **Italian Club Platter**

Italian Salami, Capicola, Arugula, Pesto, Provolone, Tomato and Lettuce on Herb Focaccia  
\$79.00 per platter

### **Grilled Chicken Breast Sandwich Platter**

Grilled Chicken Breast, Sun Dried Tomato Aioli, Jack Cheese, Roasted Onions, Lettuce and Tomato on Focaccia  
\$79.00 per platter

### **Balsamic King Mushroom Sandwich Platter**

Grilled King Mushrooms, Zucchini, Yellow Squash, Carrots, Roasted Peppers and Spinach Spread on Whole Grain Bread  
\$79.00 per platter

### **Greek Vegetable Salad Platter**

Mixed Greens, Hummus, Cucumbers, Roasted Peppers, Feta Cheese, Oregano, Red Onion and Greek Dressing served with Pita Bread  
\$65.00 per platter

### **Classic Caesar Salad Platter**

Hearts of Romaine, Garlic Croutons and Caesar Dressing, served with Dinner Rolls and Butter  
\$60.00 per platter

### **Optional:**

|                             |                                       |
|-----------------------------|---------------------------------------|
| Herb Roasted Chicken Breast | add \$24.00 to existing platter price |
| Garlic Seared Steak         | add \$30.00 to existing platter price |



**Gluten Free <sup>GF</sup> bread also available for all sandwiches.**  
**Must be ordered in advance.**

## HOT STUFF

*4 or more boxes will be served unwrapped in a chafing dish*

**Served in boxes of 6 unless otherwise noted**

### **Fiesta Chicken Quesadillas**

Cheese and Fiesta Seasoned Chicken Quesadillas  
with Salsa

\$48.00 per box of 6

### **Famous Vienna Foot Long Hot Dog**

All Beef Hot Dog on a Steamed Bun individually  
wrapped with appropriate condiments

\$42.00 per box of 6

### **Famous Kielbasa Sausage**

Smoked Kielbasa with Grilled Onions and Peppers  
on a Soft Roll individually wrapped with  
appropriate condiments

\$39.00 per box of 6



### **Chicago Deep Dish Style Pizza**

Cheese, Sausage, Pepperoni or Vegetable  
(12 slices per pizza)

\$50.00 per pizza

## SIDE SALAD CHOICES

*Gluten Free <sup>GF</sup> options available*

**Salads serve approximately 6 people**

### **Pasta Salad**

Sun Dried Tomatoes, Kalamata Olives and Basil  
\$23.00 per platter

### **Red Bliss Potato Salad**

Celery, Parsley and Whole Grain Mustard  
\$22.50 per platter

### **Seasonal Fresh Fruit Salad <sup>GF</sup>**

with Fresh Mint  
\$25.50 per platter

### **Black Bean Salad <sup>GF</sup>**

Cilantro, Corn, Peppers and Chipotle  
\$22.50 per platter

### **Mixed Greens Salad <sup>GF</sup>**

Cucumber, Tomatoes and Herb Vinaigrette  
\$20.75 per platter

## BOXED LUNCH SANDWICH OPTIONS

*All sandwiches come with an apple, a bag of chips and a cookie*

*Gluten Free <sup>GF</sup> options available*

**Maximum of 2 selections per orders of 6 boxed lunches or less**

**Maximum of 3 selections per order for orders over 6 boxed lunches**

### **Mesquite Turkey with Smoked Bacon Sandwich**

Mesquite Turkey, Smoked Bacon, Sharp Cheddar, Basil Aioli, Lettuce and Tomato on Whole Wheat Ciabatta

\$23.00 per box

### **Ham and Cheese Sandwich**

Thinly Sliced Honey Baked Ham, Swiss Cheese, Honey Mustard, Lettuce and Tomato on a Pretzel Roll

\$23.00 per box

### **Roast Beef Sandwich**

Slow Roasted Beef, Crumbled Blue Cheese, Balsamic Onion Jam, Lettuce and Tomato on a Brioche Bun

\$23.00 per box

### **Italian Club Sandwich**

Italian Salami, Capicola, Arugula, Pesto, Provolone Cheese, Tomato and Lettuce on Herb Focaccia

\$23.00 per box

### **Grilled Chicken Breast Sandwich**

Herb Marinated Chicken Breast, Sun Dried Tomato Aioli, Monterey Jack Cheese, Roasted Onions, Lettuce and Tomato on Focaccia

\$23.00 per box

### **Vegetarian Waldorf Salad Sandwich**

Crunchy Waldorf Salad, Tofu, Grapes, Celery Root and Walnuts on Whole Grain Bread

\$23.00 per box

### **Balsamic King Mushroom Sandwich**

Grilled King Mushrooms, Zucchini, Yellow Squash, Carrots, Roasted Red Peppers and Roasted Spinach Spread on Whole Grain Bread

\$23.00 per box

### **Gluten Free Sandwich <sup>GF</sup>**

Gluten Free bread is also available for all Sandwiches. Must be ordered in advance.

\$23.00 per box

### **Low Carb Lettuce Wrap**

Low-Fat Turkey, Swiss Cheese, Honey Mustard, Lettuce and Tomato in a Lettuce Wrap

\$23.00 per box



## BOXED LUNCH SALAD OPTIONS

*All salads come with an apple, a bag of pita chips and a cookie*

*Gluten Free <sup>GF</sup> options available*

**Maximum of 2 selections per orders of 6 boxed lunches or less**

**Maximum of 3 selections per order for orders over 6 boxed lunches**

### **Florentine Chicken and Roasted Shiitake Mushroom Salad <sup>GF</sup>**

Baby Spinach, Chicken Breast, Roasted Shiitake Mushrooms, Sweet Red Peppers, Shaved Bermuda Onion and Monterey Jack Cheese served with Palm Sugar Raspberry Vinaigrette  
\$26.00

### **Greek Chicken Vegetable Salad <sup>GF</sup>**

Mixed Greens, Grilled Chicken, Hummus, Cucumbers, Tri-Colored Peppers, Feta Cheese, Oregano and Red Onion served with Aged Red Wine Vinaigrette  
\$26.00

### **Thai Beef Salad**

Thai Spiced Marinated Seared Beef with Thai Basil, Bean Sprouts, Carrot, Cucumber, Spinach, Arugula, Mint with Lemon Grass-Ginger Vinaigrette  
\$26.00

### **Cobb Salad**

Herb-Roasted Chicken, Chopped Bacon, Hard Boiled Egg, Tomato and Crumbled Blue Cheese served with Ranch Dressing  
\$26.00

### **Greek Vegetable Salad <sup>GF</sup>**

Mixed Greens, Hummus, Cucumbers, Tri-Colored Peppers, Feta Cheese, Oregano and Red Onion served with Aged Red Wine Vinaigrette  
\$23.00

### **Caesar Salad <sup>GF</sup>**

Hearts of Romaine and Garlic Croutons served with Classic Caesar Dressing  
\$23.00

Add Chicken additional \$3.00 to existing boxed lunch price  
Add Salmon additional \$4.00 to existing boxed lunch price



## COLD HORS D'OEUVRES

Gluten Free  options available

### Assorted Filled Cucumber Cups

Mini Chickpeas and Roasted Peppers with Mint 

\$200.00 for 50

Mint Herbed Goat Cheese with Lemon Zest

\$200.00 for 50

Curried Chicken with Currants

\$212.50 for 50

### Belgian Endive Spears

Roquefort Cheese and Glazed Walnuts

\$200.00 for 50

Chicken Caesar with Shaved Parmesan

\$212.50 for 50

Grilled Shrimp and Fennel Aioli 

\$212.50 for 50

### Assorted Open-Faced Tea Sandwiches

*Please select one of the following:*

Honey Ham, Grainy Mustard and Golden Pineapple

French Brie and Toasted Walnut

Roasted Beef with Stilton and Onion Jam

\$275.00 for 50 of one kind

### Crostini's

*Please select one of the following:*

Roasted Lamb, Goat Cheese and Fig Jam

\$212.50 for 50 of one kind

Smoked Duck Breast and Pistachio

\$225.00 for 50 of one kind

### Fresh Mini Asian Spring Rolls

*Please select one of the following:*

Duck, Papaya and Cress with Plum Sauce

Vegetable Jardinière

\$225.00 for 50

### La Quercia Prosciutto

with Seasonal Fruit and Olive Oil

\$212.50 for 50



### Smoked Salmon Cornet

with Crème Fraîche and Caviar on a Blini

\$325.00 for 50

### Deviled Eggs

with Micro Tarragon

\$200.00 for 50

### Petite 6" Fresh Fruit Kabob

Seasonal Melon, Pineapple and Strawberry

\$200.00 for 50

### Grilled Shrimp Lollipop

with Baby Lettuce and Mustard Aioli

\$225.00 for 50

### Seared Ahi Tuna Canapé

on Seaweed Sheets

\$225.00 for 50

### Grilled Basil Scallop and Tomato Confit

served on a Herb Crouton

\$225.00 for 50

### Goat Cheese Canapé

Roasted Tomato, Truffle Oil and Micro Greens

\$200.00 for 50

## HOT HORS D'OEUVRES

### **Applewood Smoked Bacon Wrapped Scallop**

Citrus Beurre Blanc

\$225.00 for 50

### **Filled Filo Dough**

Chicken, Feta and Green Apple

\$200.00 for 50

### **Blue Crab Cakes**

Spicy Rémooulade Sauce

\$225.00 for 50

### **Mini Quiche**

Mozzarella, Tomato and Basil

\$187.50 for 50

### **Fig and Caramelized Puffs**

Goat and Cream Cheese in a Puff Pastry

\$200.00 for 50

### **Pot Sticker**

Chinese Vegetarian Dumpling

Rice Wine Vinegar

\$212.50 for 50

### **Puff Pastry**

French Brie and Sun Dried Cranberries

\$200.00 for 50

### **Artichoke and Parmesan Fritter**

Baby Artichoke Hearts in a Parmesan Crust

\$212.50 for 50

### **Big Fork Sausage Flight**

Maple and Brown Sugar

Stone Ground Mustard with Bamboo Picks

\$165.00 for 50

### **Chicago Mini Hot Dog**

served with a Bun and all of the Chicago Condiments

\$250.00 for 50

### **Crispy Spring Rolls**

Vegetarian Spring Rolls with Sweet and Sour Sauce

\$212.50 for 50

### **Mini Sandwiches**

Wisconsin Cheddar Slider on Mini Brioche

\$225.00 for 50

Pulled Pork Slider

Slow Cooked BBQ Pork with Slaw on a Mini Roll

\$225.00 for 50

Italian Beef on a Petite Rustic Roll

with Mild Pepper Giardiniera

\$250.00 for 50

### **Assorted Kabobs**

Chicken Kabob with Garlic, Ginger, Spices and Lime

\$212.50 for 50

Szechwan Beef Kabob with Garlic, Ginger and Teriyaki

\$212.50 for 50

Shrimp and Andouille Sausage Kabob with

Red and Green Peppers

\$212.50 for 50

### **Hand-Made Quesadilla**

Roasted Corn and Zucchini

\$200.00 for 50



## CRAFT COCKTAIL PACKAGES

*Bartenders are required for all bars; 1 bartender per 100 guests;*

*\$265.00 per bartender (four hour minimum); \$75.00 per bartender for each additional hour*

*Minimum 50 drink order on all beverages*

*Live Like a Local ~ underlined products below have a bit of a Chicago twist*

### ~ EYE OPENERS

*Bartender required*

Beer Chasers ~ Additional \$2.00 each

Mimosas and Blood Marys available by the gallon ~ 21/6oz pour \$90.00

#### **Traditional Mimosa**

Sparkling Wine and Orange Juice

\$8.00 per drink

#### **Traditional Bloody Mary**

Vodka, Spicy Tomato Juice, Assorted Veggies, Celery Salt, Pickle Spears, Olives, Lemons and Limes

\$9.00 per drink

### ~ SPECIALTY EYE OPENERS

*Bartender required*

#### **Chicago Style**

Chi-Town's Very Own Koval Vodka, House Made Bloody Mary Mix Blended with a Dash of Yellow Mustard, Neon Relish, Pickles, Onions and Sport Peppers, Rimmed with Celery Salt and Garnished with One of Our Local Legends:

The One and Only Vienna Beef Hot Dog

\$11.00 per drink

#### **Smoked Tomatillo**

Jalapeno-Cilantro Infused Vodka, Garnished with an Agave-Pickled Pepper from our Rooftop Garden

\$11.00 per drink

#### **Three Little Pigs**

"Bacon" Infused Vodka, "Bacon" Salt Rim and Crisp "Bacon" Strip

\$10.00 per drink

#### **Second City"mosa"**

Sparkling Cava, Lemonhead Simple Syrup and Fresh Blueberries

\$9.00 per drink

#### **Red Currant Mimosa**

Red Currant Molasses, Moscato and Chocolate Coin

\$9.00 per drink

#### **Prickly Pear Mimosa**

Prickly Pear Puree, Sparkling Rose, Ruby Red Grapefruit Juice and Candied Citrus Rind

\$9.00 per drink

## ~ SHAKE IT UP

### ***Bartender required***

*Traditional gin and vodka martini service in addition to one specialty martini*

Classic Cocktails Served either Up or on the Rocks with Gourmet Garnishes

Including Olives (Blue Cheese, Anchovy and Pimento), Lemon Twists, Lime, Cocktail Onions and Maraschino Cherries  
\$10.00 per drink

*Please select one of the following specialty martinis:*

Apple, Pomegranate or Cosmo

## ~ TIKI

### ***Bartender required***

*All drinks are served in a Tiki mug, garnished with fresh fruit and a paper umbrella*

\$11.00 per drink

Available by the gallon ~ 21/6oz pours \$95.00

*Please select two of the following Polynesian potions:*

Blue Hawaiian, Mai Tai, Pina Colada, Strawberry Daiquiri and Banana Sling

## ~ SOPHISTICATED SIPPERS

### ***Bartender required***

*All cordials are accompanied with coffee, decaffeinated coffee and hot cocoa*

\$11.00 per drink

*Please select three of the following:*

Amaretto Di Saronno, Bailey's Irish Cream, Chambord, Kahlua, Grand Marnier, Sambuca and Frangelico

## ~ THREE AMIGOS

### ***Bartender required***

Trio of Margaritas ~ Uno - Lime, Dos - Mango, Tres – Watermelon

\$8.00 per drink

Trio of Sangrias ~ Uno - Red, Dos - White, Tres – Blended

\$8.00 per drink

Trio of Cervezas ~ Uno - Corona, Dos - Negro Modelo, Tres – Pacifico

\$8.00 per drink

## ~ WINDY CITY ICE CREAM SODA FLIGHTS

*Bartender required - client to provide electricity*

*Two Chicago classics collide to create flavors even Da Coach would like.*

### **Filberts Root Beer and Soda**

A Chicago Tradition Since 1926

Choice of Flavors: Root Beer, Orange, Black Cherry, Cream Soda and Strawberry

\$8.00 per drink

### **Oberweis Dairy**

A Chicago Tradition Since 1915

Choice of Flavors: Vanilla, Chocolate Chip, Peach, Strawberry and Black Cherry

\$8.00 per drink

## ~ “MOCK”TAILS

*Bartender required*

*\*Mixologist inspired nonalcoholic elixirs. Just as good as our signature cocktails but minus the buzz...*

Available by the gallon ~ 21/6oz pours \$75.00

### **Summer in a Glass**

Watermelon Puree Infused with Madagascar Vanilla Beans, Topped with Ginger Beer and a Mint Salad  
from our Rooftop Garden

\$7.00 per drink

### **Fruity Bubbles**

Tangy Limeade Blended with Fresh, Organic Blackberries, Sparkling White Cranberry Juice and Kiwi Kabob

\$6.00 per drink

### **West Then Midwest**

Pineapple Juice Melded with Organic, Michigan Bing Cherries, Garden Fresh Strawberries, Citrus Soda and Rimmed  
with Toasted Coconut

\$7.00 per drink

### **Citrus Herb Garden**

Ruby Red Grapefruit Juice Infused with Rosemary from our Rooftop Garden, Ginger, Sparkling Soda and Rimmed  
with Fresh Lime Zest

\$6.00 per drink

## BEER AND WINE PACKAGES

*Bartenders are required for all bars; 1 bartender per 100 guests;*

*\$265.00 per bartender (four hour minimum); \$75.00 per bartender for each additional hour*

*Live Like a Local ~ underlined products below have a bit of a Chicago twist*

### ~ HOPS AND GRAPES

*Bartender required*

*Your choice of two different wines and beer*

#### **Wine**

Varietals – Cabernet Sauvignon, Merlot, Pinot Noir, Chardonnay, Sauvignon Blanc and Pinot Grigio

\$7.00 per drink

#### **Beer**

Lite, MGD, Coors Light, Heineken and Amstel Light

\$7.50 per drink

### ~ SOMMELIER

*Bartender required*

*Your choice of two reds and two whites:*

#### **Red**

Alamos Malbec, Ravenswood Cabernet Sauvignon, Mark West Pinot Noir and Blackstone Merlot

\$9.50 per drink

#### **White**

Starborough Sauvignon Blanc, Clos du Bois Chardonnay, Hogue Riesling and Mondavi Private Select Pinot Grigio

\$9.00 per drink

### ~ CICERONE

*Bartender required*

*Your choice of two Macro and two Micro beers*

#### **Macro**

Miller Lite, Coors Light, Heineken, Corona, MGD and Amstel Light

\$6.50 per drink

#### **Micro**

Half Acre “Daisy Cutter” Pale Ale, Revolution “Anti-Hero” IPA, Chi-Town Lager, Boulevard 80 Acre Hoppy Wheat  
Smith Forge Hard Cider and Southern Tier Seasonal

\$7.50 per drink

## BEER BOTTLES *(additional beers available upon request)*

### Macro

Miller Lite ~ Wisconsin  
Coors Light ~ Colorado  
MGD ~ Wisconsin  
Buckler ~ Netherlands  
\$120.00 / case of 24 bottles  
  
Heineken ~ Holland  
Corona ~ Mexico  
Amstel Light ~ Holland  
\$160.00 / case of 24 bottles

### Micro

Half Acre "Daisy Cutter" Pale Ale Cans ~ Illinois  
Revolution "Anti-Hero" IPA ~ Illinois  
Chi Town Lakeshore Lager ~ Illinois  
Boulevard 80 Acre Hoppy Wheat ~ Missouri  
Smith Forge Hard Cider Cans ~ Tennessee  
Southern Tier Seasonal ~ New York  
\$180.00 / case of 24 bottles/cans

## BEER KEGS *(additional beers available upon request) (client to provide electricity)*

### Macro

Miller Lite ~ Wisconsin  
Coors Light ~ Colorado  
MGD ~ Wisconsin  
\$285.00 / keg (bartender required)  
\$125.00 Equipment Rental  
  
Heineken ~ Holland  
Amstel Light ~ Holland  
\$400.00 / keg (bartender required)  
\$125.00 Equipment Rental

### Micro

Half Acre "Daisy Cutter" Pale Ale ~ Illinois  
Revolution "Anti-Hero" IPA ~ Illinois  
Chi-Town Lakeshore Lager ~ Illinois  
Brickstone APA ~ Illinois  
Boulevard 80 Acre Hoppy Wheat ~ Missouri  
\$425.00 / keg (bartender required)  
\$125.00 Equipment Rental

## WINE *(additional wines available upon request)*

### House Varietals

Chardonnay, Sauvignon Blanc, Pinot Grigio  
Cabernet Sauvignon, Merlot and Pinot Noir  
\$33.00 per bottle

### House Bubbles

Pierre Delize ~ France  
\$36.00 per bottle

### Red

Ravenswood, Cabernet Sauvignon ~ California  
\$46.00 per bottle  
Louis Martini, Cabernet Sauvignon ~ California  
\$58.00 per bottle  
Mark West, Pinot Noir ~ California  
\$42.00 per bottle  
McMurray Ranch, Pinot Noir ~ California  
\$56.00 per bottle  
Blackstone, Merlot ~ California  
\$44.00 per bottle  
Alamos, Malbec ~ Argentina  
\$40.00 per bottle  
Franciscan, Cabernet Sauvignon ~ California  
\$67.00 per bottle

### Enhanced Wines ~ Mirassou

Chardonnay, Sauvignon Blanc, Pinot Grigio  
Cabernet Sauvignon, Merlot and Pinot Noir  
\$37.00 per bottle

### Enhanced Bubbles ~ LaMarca

Prosecco  
\$45.00 per bottle

### White

Clos Du Bois, Chardonnay ~ California  
\$48.00 per bottle  
Columbia, Chardonnay ~ Washington  
\$44.00 per bottle  
Estancia, Sauvignon Blanc ~ California  
\$45.00 per bottle  
Starborough, Sauvignon Blanc ~ New Zealand  
\$47.00 per bottle  
Hogue, Riesling ~ Washington  
\$42.00 per bottle  
Mondavi, Private Select, Pinot Grigio ~ California  
\$40.00 per bottle  
William Hill, Chardonnay ~ California  
\$61.00 per bottle

## WORLD CLASS SPIRITS

*Bartender required*

*Live Like a Local ~ underlined products below have a bit of a Chicago twist*

### Premium

Vodka ~ Svedka  
Gin ~ Northshore  
Rum ~ Bacardi Light  
Tequila ~ El Jimador  
Bourbon ~ Jim Beam  
Scotch ~ Dewars  
Canadian Whiskey ~ Canadian Club  
Beer ~ Coors Light, Lite Heineken,  
Amstel Light,  
Revolution "Bottom Up" Belgian Wit  
Wine ~ Cabernet Sauvignon, Chardonnay  
\$7.50 per drink

### Super Premium

Vodka ~ Ketel One  
Gin ~ Hendrick's  
Rum ~ Flor de Cana  
Tequila ~ El Milagro  
Bourbon ~ Koval  
Scotch ~ Chivas Regal  
Canadian Whiskey ~ Crown Royal  
Beer ~ Lite, Heineken, Revolution "Anti-Hero" IPA,  
Boulevard 80 Acre Hoppy Wheat and  
Amstel Light  
Wine ~ Marisou Cabernet Sauvignon, Chardonnay  
\$8.50 per drink

### Consumption Bar

Premium ~ \$7.50 per drink  
Super Premium ~ \$8.50 per drink  
House Wine ~ \$7.00 per drink  
Enhanced Wine ~ \$8.00 per drink  
Bubbles ~ \$8.00 per drink

Macro Beer ~ \$6.50 per drink  
Micro Beer ~ \$7.50 per drink  
Bottled Water ~ \$3.50 per drink  
Soft Drinks ~ \$3.50 per drink  
Juices ~ \$3.50 per drink

## BAGGED ICE

22 lb Cubed  
\$18.00 per bag

## ADDITIONAL OPTIONS

*Let us help you customize your event with logoed bar attire*

*Prices will vary depending on quantities, verbiage and number of colors.*

*It will be our pleasure to get a quote for your group. Please contact your sales manager for pricing.*

*Minimum order of 1,000.*

Napkins  
Plastic Cups – 12oz  
Plastic Cups – 16oz

Swizzle Sticks  
Plastic Tiki Mugs

## LABOR

**Bar Labor:** Bartenders are required for all bars, kegs or a la carte alcohol orders of \$500.00 or more  
\$265.00 per four hour shift - \$75.00 for each additional hour

**Booth Labor:** Server Booth Attendant is available per your request (\$265.00 per four hour shift)

## BOOTH TRAFFIC BUILDERS

*SAVOR... provided specialty services to help promote traffic at your booth  
Exhibitors must order a 4 or 6 foot table, electricity and trash service from the conventions  
General Service Contractor*

### CAPPUCCINO/LATTE SERVICE

The finest quality, fresh roasted espresso for your beverages — a custom blend of Colombian, Costa Rican, Java Robust and Brazilian beans produced by an award-winning roaster.

#### Convention service for up to 8 hours

One time set-up fee of \$200.00 (not included in price below)

One professionally attired barista

Decorative or non-decorative cappuccino machine

Includes 400 espresso based beverages served in disposable cups  
(Additional cups may be purchased when placing initial order)

**Espresso based beverages including Americano, Cappuccino,  
Latte and Espresso**

\$1,650.00 per day

#### Upgraded Drinks

Vanilla Lattes, Mochas and Hot Chocolate  
\$185.00 per day

#### Additional Items

Cups (order in increments of 100) for \$210.00

On-site cups (order in increments of 100) for \$310.00

Additional hours (beyond first 8 hours) \$150.00 per hour

Machines are subject to availability.

#### Optional Items

Client may choose a decorated or non-decorated machine  
Please specify when ordering



**Non-Decorated Machine**

Dimensions: 21"l x 18"d x 18"h

**Client is responsible for supplying:**  
120 v / 20 amp dedicated circuits of  
power at the location  
Countertop for service, trash removal  
and clean up



**Decorated Machine**

Dimensions: 32"l x 20"d x 45"h

**Client is responsible for supplying:**  
120 v / 20 amp dedicated circuits of  
power at the location  
Countertop for service, trash removal  
and clean up

## SMOOTHIE SERVICE

We use only 100% all natural fruit in our smoothies. All flavors can be blended independently or combined together to create a custom flavor. This service features a high-volume ice blending machine.

### Convention service for 1-4 hours

One time set-up fee \$200.00 (not included in price below)  
One professionally attired barista  
Service includes 300 smoothies served in clear disposable cups  
\$1,185.00 per day

### Convention service for 4-8 hours

One time set-up fee \$200.00 (not included in price below)  
One professionally attired barista  
Service includes 600 smoothies served in clear disposable cups  
\$1,885.00 per day

### Choose 2 flavors (duration of show dates)

Mango Tropic • Strawberry • Pineapple Paradise

### Additional Items

Cups (order in increments of 100) for \$210.00  
On-site cups (order in increments of 100) for \$310.00  
Additional hours (beyond first 8 hours) \$150.00 per hour  
Additional flavor \$150.00



### Machine Dimensions:

14" l x 17" d x 30" h

### Client is responsible for supplying:

120 v / 20 amp dedicated circuits of power at the location  
Countertop for service, trash removal and clean up

## FRESH BAKED COOKIE SERVICE

Who can resist the temptation brought on by the aroma of Fresh Oven-Baked Cookies? Offer your guests a special treat with a choice of the following flavors:

Chocolate Chip • Sugar • White Chocolate Cherry  
Oatmeal Raisin • Peanut Butter • White Chocolate Macadamia

### Convention service for 1-4 hours

One time set-up fee \$50.00 and one time pick up fee of \$50.00  
Convection Cookie Oven Rental - Cooking time: 18 minutes (1 1/2 dozen cookies)  
One attendant for up to 4 hours to bake and serve the cookies  
Service includes 165 cookies (1 case/1 flavor)  
\$635.00 per day

### Convention service for 4-8 hours

One time set-up fee \$50.00 and one time pick up fee of \$50.00  
Convection Cookie Oven Rental - Cooking time: 18 minutes (1 1/2 dozen cookies)  
One attendant for up to 8 hours to bake and serve the cookies  
Service includes 330 cookies (2 cases/2 flavors)  
\$1,095.00 per day

### Additional Items

Additional case of cookies  
\$210.00 per case of 165 cookies.  
One flavor per case; cases cannot be divided



### Machine Dimensions

19.25"l x 20"d x 9.75"h

### Client is responsible for supplying:

120 v / 20 amp dedicated circuits of power at the location  
Countertop for service, trash removal and clean up

## FRESH POPCORN SERVICE

### Convention service for 1-4 hours

One time set-up fee \$50.00 and one time pick up fee of \$50.00  
Antique Popcorn Machine Rental  
One attendant for up to 4 hours to pop and serve the popcorn  
Service includes approximately (100) 4oz bags (1 case)  
Each case includes plain, white bags for the popcorn  
\$670.00 per day

### Convention service for 4-8 hours

One time set-up fee \$50.00 and one time pick up fee of \$50.00  
Antique Popcorn Machine Rental  
One attendant for up to 8 hours to pop and serve the popcorn  
Service includes approximately (200) 4oz bags (2 cases)  
Each case includes plain, white bags for the popcorn  
\$1,095.00 per day

### Additional Items

Case of popcorn with approximately 100 4oz servings  
\$225.00  
Logo Popcorn Bags: \*4 week lead time\*  
Price based off of artwork



### Machine Dimensions:

3' l x 2'd x 6' h

**Client is responsible for supplying:**  
120 v / 12 amp dedicated circuits of  
power at the location  
Countertop for service, trash removal  
and clean up

## GARRETT'S POPCORN

A Chicago Favorite!  
\$525.00 per 100 (2) cup bags

## CHICAGO BREAK

Individual Bags of Chicago Mix Popcorn  
Includes attendant for four hours of service  
\$600.00 per order of 50 servings



## CINEMA BREAK

Freshly Popped Popcorn, Assorted Candies and Fresh Lemonade  
Includes attendant for four hours of service  
\$500.00 per order of 50 servings

## MAKE YOUR OWN TRAIL MIX

House Made Granola, Honey Roasted Peanuts, Banana Chips,  
M&M's, Goldfish, Mini Pretzels and Dried Fruit  
\$1,000.00 per order of 250 servings



## HOT SOFT PRETZEL SERVICE

Pretzel Warmer Rental Fee \$125.00 per day  
One time set-up fee of \$50.00 and one time pick-up fee of \$50.00

Traditional Pretzels  
Served with Mustard Packets  
\$165.00 per 50 Pretzels

Traditional Pretzels with Cheese Dip  
Served with Individual Containers of Nacho Cheese  
\$190.00 per 50 Pretzels

Specialty Flavored Pretzels  
\$215.00 per 50 Pretzels  
Served with Choice of Apple Cinnamon, Pizza, Jalapeno or Cheese



**Client is responsible for supplying:**  
110 v / 15 amp dedicated circuits of  
power at the location  
Countertop for service, trash removal  
and clean up

## SUNDAE BAR

Soft Serve Ice Cream or Non-Fat Frozen Yogurt served by a Specialty Service Associate  
Flavors; Chocolate or Vanilla in a Classic Cone or Cup  
Topping to include Sprinkles, Sliced Strawberries, Oreo Cookie Crumbles,  
Chopped Nuts, Whipped Cream, Caramel and Chocolate Sauces

**Convention service for up to 8 hours**

Package includes approximately 380 4oz servings with napkins and spoons  
Soft Serve machine rental  
Specialty Service Associate for an 8 hour minimum shift  
\$1,730.00

**Additional Package**

with approximately 380 4oz servings and Toppings  
\$550.00



## ICE CREAM BAR CART

Ice Cream Cart Rental \$125.00 per day  
One time set-up \$50.00 and one time pick-up fee \$50.00

Good Humor Ice Cream Cart  
Classic Vanilla • Ice Cream Sandwiches • Strawberry Shortcake  
\$175.00 per 50 Bars

Ben & Jerry's Ice Cream Cart  
Vanilla • Cherry Garcia® • Half Baked®  
\$290.00 per 50 Bars

Dove Ice Cream Bar  
Vanilla • Chocolate  
\$290.00 per 50 Bars



**Client is responsible for supplying:**  
115 v / 8 amp dedicated circuits of  
power at the location  
(24 hour electric service required)  
Countertop for service, trash removal  
and clean up

## ROOT BEER FLOAT CART

Featuring Goose Island Root Beer with Soft Serve Ice Cream

Convention service for up to 8 hours

Package includes approximately 430 10oz servings with clear cups, straws, napkins and spoons

Soft Serve machine rental

Specialty Service Associate for an 8 hour minimum shift

\$1,630.00

Additional Package

with approximately 430 10oz servings and Toppings

\$530.00



## WARM ROASTED NUTS

Featuring your choice of Roasted Peanuts, Almonds or Pistachios

Convention service for up to 8 hours

Package includes approximately 160 2oz servings with paper cones and napkins

Nut Roaster machine rental

Specialty Service Associate for an 8 hour minimum shift

- \$1,310 for Honey Roasted Peanuts
- \$1,480 for Roasted Almonds with Sambal Brown Sugar and EVOO
- \$1,620 for Cinnamon & Chipotle Pistachios

Additional Packages

- \$65.00 for approximately 80 2oz servings of Honey Roasted Peanuts
- \$75.00 for approximately 40 2oz servings of Roasted Almonds with Sambal Brown Sugar and EVOO
- \$110.00 for approximately 40 2oz servings of Cinnamon & Chipotle Pistachios



## SPECIALTY SWEETS

Cake Pops, unwrapped

Mini Cupcakes, assorted flavors

Chocolate Dipped Graham Crackers, Individually bagged

Chocolate Dipped Pretzel Rod, Individually bagged

PLEASE CONTACT YOUR CATERING SALES MANAGER FOR PRICING,  
ADDITIONAL ITEMS AND PERSONALIZATION OPTIONS



# SAVOR...Chicago

## at McCormick Place

Catering • Concessions • Special Events

### SAMPLING AUTHORIZATION REQUEST – FOOD INDUSTRY SHOWS

#### Policy for Food and Beverage Distribution on Show Floors

Please complete this form to receive authorization to distribute food or beverages not purchased through SAVOR...Chicago, the exclusive food and beverage provider at McCormick Place Convention Center.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below. All other samples, not manufactured by the exhibiting company and food gifts (packaged or bulk) must be purchased through SAVOR.

#### GENERAL INFORMATION FOR FOOD INDUSTRY SHOWS

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies. If they are not **Manufactured, Processed or Distributed** by the company then you are not able to provide samples of food and beverage unless they are purchased through SAVOR...Chicago.

2. If you do **Manufacture, Process, or Distribute** the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:

- Non-Alcoholic Beverages can be a maximum of **8oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
- Food items are limited to “bite size”, not to **exceed 6oz.** portions
- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming SAVOR...Chicago, and the Metropolitan Pier and Exposition Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.

3. If your company **Manufactures, Processes or Distributes Alcoholic Beverages** and this product is related **to the purpose of the show** then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:

- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming SAVOR...Chicago, and the Metropolitan Pier and Exposition Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
- Sample portions must be under the following limits:
  - o Beer 7 oz.
  - o Wine / wine coolers / spirit coolers 2 oz.
  - o Liquor / liqueurs 0.5 oz.
  - o Note: Alcohol cannot be served prior to 11:00 am on Sundays, per City of Chicago ordinance.
  - o All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- Distribution of alcoholic products must be monitored & overseen by a staff bartender from SAVOR...Chicago in compliance with Illinois Liquor Laws.

4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other McCormick Place Services.

# SAVOR...Chicago

## at McCormick Place

Catering • Concessions • Special Events

### 5. Storage, Delivery, or Kitchen Use

If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use the following charges may be assessed:

- o \$150.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- o \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- o \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- o Additional charge for Rental of Equipment and Kitchen space, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of SAVOR...Chicago unless coordinated in advance with a Catering Manager prior to the show dates.

### COMPANY REQUESTING SAMPLING PERMISSION INFORMATION

Show Name

Date of Show Sampling Dates

Company Name and Booth Number and Hall Name

| Name | Booth # and Hall |
|------|------------------|
|------|------------------|

Contact Information

| Name | Telephone | Email address |
|------|-----------|---------------|
|------|-----------|---------------|

| Address | City | Zip |
|---------|------|-----|
|---------|------|-----|

| Email |
|-------|
|-------|

Items

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

Approved by:

Date:

The Company Requesting Sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless SAVOR...Chicago and the McCormick Place Exposition Authority for McCormick Place Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

SEND TO:

Sundown Platt

[splatt@mccormickplace.com](mailto:splatt@mccormickplace.com)

312.791.7280 fax



## TECHNOLOGY SERVICES

# ORDERING GUIDE AND FACILITY INFORMATION

## FMI Connect 2015

Deadline Date:

**MAY 22, 2015**

Please note:

Complimentary Wi-Fi is no longer available on the exhibit floors.

Please see page 4 for details.

To utilize the VIP Class Wireless service (Code 3410),  
your device must support 5.0 GHz.

**Please contact us if you need assistance.**

(312) 791-6113 (Call Center)

(312) 791-6159 (Fax)

[technology@mccormickplace.com](mailto:technology@mccormickplace.com) (E-Mail)

Order Telecommunication Services On-Line At [www.mccormickplace.com](http://www.mccormickplace.com)

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|                                             |              | <i>Multiple Level Booths or Ceilings</i>    |              |
|                                             |              | <i>(Including Tents) .....</i>              | <i>22</i>    |
|                                             |              | <i>Fire Code Items for Multiple</i>         |              |
|                                             |              | <i>Level Booths .....</i>                   | <i>23</i>    |

## \$\$ SAVING TIPS \$\$

Following are some tips that will help contribute to a successful event and save you money.

- Save time by ordering your services via our Online Ordering System. Visit us at [www.mccormickplace.com](http://www.mccormickplace.com).
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Technology Services at (312) 791-6113 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your order, floor plans and full payment submitted by your DEADLINE DATE will save you money.
- McCormick Place requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
- Be sure to check in at our Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows: **ST- Straight Time / OT- Overtime / DT- Double Time**

|                 | MONDAY-FRIDAY                                                        | SATURDAY                                                                                  | SUNDAY/HOLIDAY |
|-----------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------|
| 12:00am-5:59am  | DT                                                                   | 12:00am-4:30pm<br>OT for 1st Eight<br>Consecutive Hours &<br>DT Only After Eight<br>Hours | DT             |
| 6:00am-10:00pm  | ST for 1st Eight<br>Consecutive Hours & OT<br>Only After Eight Hours |                                                                                           |                |
| 10:01pm-11:59pm | OT                                                                   | 4:31pm-11:59pm<br>DT                                                                      |                |

## PLACING AN ORDER

When placing an order, pay particular attention to the **deadline date**. If you place your order by the deadline date, **you will save money**. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order).

### A COMPLETE ORDER CONTAINS ALL OF THE FOLLOWING ELEMENTS:

- Order and Payment Summary Form
- Technology Service Order Form(s)
- Floor Plan Template

During the event you will receive an On-Site Invoice for your technology services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.**

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

## TELEPHONE SERVICES

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact our Service Desk. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service includes telephone usage\*. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact us at (312) 791-6113.
3. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.
4. **International Usage Deposit:** For internationally billed companies, a usage deposit of \$300.00 per line is required before “calling out” restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

### DESCRIPTION OF TELEPHONE SERVICES

Telephone usage (if applicable) is billed after the close of the event and billed to your credit card.

1. **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trimline telephone instruments.
2. **Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered an Analog Single-Line Service)
3. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones are to be returned to avoid being charged a telephone replacement fee.
4. **Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered a Digital Multi-Line service).
5. **Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.
6. **Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

\*Some exceptions may apply. Please refer to your order form or visit our website for complete details.

## CABLE TELEVISION ACCESS

(South and West Buildings only)

## INTERNET SERVICE

We also offer a full menu of Wired and Wireless Internet to meet a wide range of needs and budgets. All services include 24 hour access through the move-in, event and move-out. The Technology Services department will work with you and your staff to meet your needs. If you have Internet questions, call (312) 791-6113 or E-mail: [technology@mccormickplace.com](mailto:technology@mccormickplace.com).

### **Please note:**

- The State of Illinois and the City of Chicago require a non-exempt telecommunications tax for all telephone and Internet Services. These taxes are excise and not resale or sales tax exempt.

## DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each wired service. All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (Network Interface Card), installed TCP/IP, and an Internet browser. For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. Our wireless network is optimized for 802.11 a and n devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary widely depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, McCormick Place strongly recommends using a wired dedicated service whenever possible. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities; make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall (we offer firewalls for rental). All Internet prices are a flat rate; no per minute usage or connection charges apply.

| Service                                     | Connection Speed              | IP Addresses                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Recommended Uses                                                                                                                                                                                                                                                                            |
|---------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Associate Class Shared Wired Service        | Typical speeds up to 512 Kbps | Includes 1 DHCP IP address                                                                                                                                                                                                                                                                                                                                                                                                                                                  | For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video. <b>Connecting a wireless access point is not permitted on this service.</b>                        |
| Executive Class Shared Wired Service        | Typical speeds up to 1 Mbps   | Includes 4 DHCP Private IP addresses, up to 6 additional addresses can be purchased.                                                                                                                                                                                                                                                                                                                                                                                        | For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing. <b>Connecting a wireless access point is not permitted on this service.</b> |
| Executive Class Plus Shared Wired Service   | Typical speeds up to 1 Mbps   | Includes 4 routable public IP addresses, up to 6 additional addresses can be purchased.                                                                                                                                                                                                                                                                                                                                                                                     | Provides the same speeds and service found in the Executive Class Wired Service but uses routable IP addresses. <b>Connecting a wireless access point is not permitted on this service.</b>                                                                                                 |
| Dedicated Wired 1.54 Mbps                   | 1.54 Mbps                     | Includes 10 IP addresses. Up to 10 additional addresses can be added.                                                                                                                                                                                                                                                                                                                                                                                                       | 1.54 Mbps. <b>Connecting a wireless access point is not permitted on this service.</b>                                                                                                                                                                                                      |
| Dedicated Wired 3.0 Mbps                    | 3.0 Mbps                      | Includes 15 IP addresses. Up to 14 additional addresses can be added.                                                                                                                                                                                                                                                                                                                                                                                                       | 3.0 Mbps. <b>Connecting a wireless access point is not permitted on this service.</b>                                                                                                                                                                                                       |
| Dedicated Wired 6.0 Mbps                    | 6.0 Mbps                      | Includes 20 IP addresses. Up to 9 additional addresses can be added.                                                                                                                                                                                                                                                                                                                                                                                                        | 6.0 Mbps                                                                                                                                                                                                                                                                                    |
| Dedicated Services Greater than 6.0 Mbps    |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Please contact Technology Services at (312) 791-6113 or <a href="mailto:technology@mccormickplace.com">technology@mccormickplace.com</a>.</b>                                                                                                                                            |
| VIP Wireless Service (1-device per service) | Typical Speeds up to 1.5 Mbps | This service is only available for devices which use 802.11 a or n operating at 5.0 Ghz. For users who want a fast wireless internet service capable of downloading heavier graphic content. This service is ideal for an iPad or tablet user who is unable to connect to a wired service. Provides access to the McCormick Place Wireless Network within the user's booth and throughout the facility. For pricing information on multi-user discounts, please contact us. |                                                                                                                                                                                                                                                                                             |

## **“READ CAREFULLY BEFORE USING OUTSIDE UNAUTHORIZED INTERNET PROVIDERS”**

McCormick Place is proud to provide industry-leading, high quality wired and wireless internet services to meet the information needs of show managers, exhibitors, and event attendees. As the exclusive provider of wired and 802.11 wireless internet service, McCormick Place’s competitive service offerings are capable of meeting the needs of any customer class. Outside internet providers are not allowed within the confines of the facility and in order to protect our customers’ service, McCormick Place reserves the right to monitor and control interference caused by unauthorized transmitters.

As leaders in the field of convention center internet delivery, McCormick Place offers many right-sized services and strives to lead the industry in both pricing and quality of service. Inasmuch as McCormick Place recognizes the need for competition to help maintain fair and honest pricing, that competition does exist between facilities and when comparing like services and their standard rates, McCormick Place leads the way in providing the most value for the dollar. Many third party providers of portable “MiFi” or similar devices imply, or state outright, that there is legislation that protects their right to transmit in the Wi-Fi range, and this is simply disinformation used to acquire customers. The biggest threat to successful implementation of a well-deployed Wi-Fi infrastructure is interference. Given the nature of wireless services in an environment such as a convention center, McCormick Place closely monitors Wi-Fi usage to ensure our customers receive the best possible service.

In order to help our customers who need the type of service that is delivered by these “internet in a briefcase” providers, McCormick Place has developed a service offering to deliver an improved version of what these unauthorized, outside providers sell, and do so at a lower net cost. The chart below compares a **sample** third party’s offering with McCormick Place’s improved service;

|                                                                       | Third Party                      | McCormick Place                            |
|-----------------------------------------------------------------------|----------------------------------|--------------------------------------------|
| Basic Service for one device                                          | \$499 <i>(4 devices maximum)</i> | Complimentary Wi-Fi at 1.5 mbps available. |
| Additional days beyond 3                                              | \$125                            | No charge                                  |
| <i>The basic service from our sample provider only covers 3 days.</i> |                                  |                                            |
| Shipping                                                              | \$60                             | No charge                                  |
| <b>Estimated total for a 4-day show</b>                               | <b>\$684</b>                     | <b>\$0</b>                                 |

Although the initial appearance is that the “bring your own internet” option is attractive, clearly it is advantageous to purchase directly from the facility. To recap some of the benefits to McCormick Place’s offering:

- Support: The only supported wireless provider is McCormick Place. As such, we:
  - Visit customers who are having issues
  - Help customers with device configuration
  - Work to resolve interference issues with neighboring exhibitors who may not be following McCormick Place rules for Wi-Fi use
  - Add equipment directly to an effected user’s booth if necessary
- Convenience: There is no need to utilize a freight carrier such as Fed Ex or UPS to transport devices, etc. The in-house, in place equipment is all that is required.

## CHANGES TO COMPLIMENTARY WI-FI

Complimentary Wi-Fi is no longer available on the exhibit floor or in space used for exhibits during show days, except in permanent Food Pod Areas in Halls A and F, and in 1 Hotspot area per exhibit hall (A-F), the location will be determined on site by the Show Manager.

Exhibitors do have the option of purchasing our VIP Wireless Service to gain access to Wi-Fi on the exhibit floor. Please see services grid on Page 3 for more details.

Complimentary Wi-Fi at a speed of 256K will continue to be offered in public/function space and meeting rooms.

## WIRELESS ACCESS POINT WAIVER

- McCormick Place is the exclusive provider of wired and IEEE Standard 802.11 Wireless (Wi-Fi) Internet Services in all McCormick Place Facilities except for the McCormick Place Hyatt Hotel.
- McCormick Place may offer a waiver to allow an exhibitor to provide their own wireless. A waiver will only be provided under the following conditions:
  - The exhibitor must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 30 days in advance of the first move-in day for the show.
  - The exhibitor must purchase a 6 MBPS or greater dedicated wired internet service from the facility.
  - Any approved access points must be capable of manual power output and channel selection adjustments.
  - The exhibitor must configure the approved access point to the requirements specified by the facility.
  - Notwithstanding our best efforts to eliminate interference, if the exhibitor provided unit interferes with the facility's Wi-Fi system, the exhibitor will be required to disable it. If the access points were registered with the facility, the exhibitor will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.
  - If an exhibitor is found to be operating a non-approved wireless network using a McCormick Place wired service, the wired service will be terminated.
  - Exhibitors who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

There are several vendors who currently provide small portable Wi-Fi systems which connect to a cellular carrier and provide Wi-Fi service to linked devices. While this may appear to be a great solution to an individual who wants to provide temporary Wi-Fi services they typically interfere with the Wi-Fi signal provided to users on the facility system. **These vendors are not authorized nor allowed to enter the complex for any service related issues.** McCormick Place provides a competitively priced exhibitor targeted Wi-Fi service which can be used throughout the facility and which is supported by an in-house staff. McCormick Place does not allow the transmission of IEEE standard 802.11(Wi-Fi) signals from self-contained portable Wi-Fi systems.

## **MCCORMICK PLACE**

### **TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES**

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your final bill.
2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
  - a) assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
  - b) collecting information required to complete the installation that customer fails to provide.
3. **Use of Internet Services.**
  - a) **APPLICABILITY** Please read this acceptable use policy prior to using the service; by using the Wi-Fi service, you, the user, are agreeing to the terms of this acceptable use policy. You are responsible for any violation of this acceptable use policy or misuse of the service through the use of your device, even if the misuse was conducted by a third party or other end user with access to your device, whether permitted by you or not. It is your responsibility to secure your computer(s), and/or mobile device so that such misuse is prevented.
  - b) **REVISIONS TO POLICY** McCormick place may revise this acceptable use policy from time to time without notice by posting any such revision on [mccormickplace.com](http://mccormickplace.com) or any successor URL. Any revision of this acceptable use policy is effective immediately upon such posting. As such, you should regularly visit [mccormickplace.com](http://mccormickplace.com) and review the posted acceptable use policy. In the event of a conflict between any user or customer agreement and this acceptable use policy, the terms of this acceptable use policy will govern.
  - c) **VIOLATIONS** McCormick place reserves the right to immediately terminate your access without notice at McCormick place's sole discretion if you or others who use your account violate this acceptable use policy. You agree to defend, hold harmless, and indemnify McCormick place, its manager, and their affiliates, directors, officers, employees, agents, licensees, and other partners and employees, from any loss, liability, claim, or demand, including reasonable attorney's fees, made by any third party due to or arising out of your breach of any provision of this acceptable use policy.
  - d) **COMMERCIAL USE** If you have purchased and are using a VIP Wireless service, this paragraph 4 shall not apply to your use of Wi-Fi at McCormick Place. Wi-Fi Service is provided for personal use within McCormick Place. You agree that you will not use, nor allow others to use, the Wi-Fi Service to operate any type of business or commercial enterprise or to use the Wi-Fi Service as an Internet service provider. You agree that you will not use, nor allow others to use, your mobile device as a Web Server, FTP Server, file server or game server or to run any other server applications.
  - e) **NO RESELLING OF SERVICES** User will not resell or redistribute, or allow others to resell or redistribute, access to the Wi-Fi Service in any manner, including by wireless means.

## TERMS AND CONDITIONS FOR NETWORK (continued)

- f) **NO ILLEGAL OR FRAUDULENT USE** You agree that you will not use, and not encourage or allow others to use, the Wi-Fi Service to violate any applicable federal, state, local or international laws orders or regulations. You agree that you will not use, nor allow others to use, the Wi-Fi Service to plan or commit, or encourage or help others to plan or commit, a crime, fraud or act of terrorism, including but not limited to posting or transmitting information, data or material that is unlawful, abusive, libelous, slanderous, obscene, profane, unlawful, threatening, or defamatory, posting or transmitting child pornography or obscene material, engaging in a pyramid, Ponzi or other illegal soliciting schemes, sending chain e-mail that request money or other items of value, illegal gambling, the offering for sale of illegal weapons or substances, the promotion or publication of any material that may violate hate crime laws, or exporting software or technical information in violation of U.S. export control laws. You agree to indemnify, defend and hold harmless McCormick Place and its affiliates, suppliers, and agents against all claims and expenses (including reasonable attorney fees) resulting from you engaging in any act prohibited by this Acceptable Use Policy or resulting from your violation of this Acceptable Use Policy. This paragraph will survive any termination or expiration of any applicable subscriber agreement.
- g) **NO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send or receive any information that infringes the intellectual property, including without limitation patents, trademarks, copyrights, trade secrets or proprietary rights of any other person or entity. This includes, but is not limited to digitized music, movies, books, photographs, art or other copyrighted materials or software.
- h) **NO THREATS OR HARASSMENT** You agree that you will not use, nor allow others to use, the Wi-Fi Service to transmit any material that threatens or encourages bodily harm or destruction of property or which harasses, abuses, defames or invades the privacy or rights of any other person or entity.
- i) **NO HARM TO AND PROTECTION OF MINORS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to harm or attempt to harm a minor, including but not limited to using the Wi-Fi Service to send pornographic, obscene or profane materials, or violating the Children's Online Privacy Protection Act.
- j) **NO "SPAMMING"** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send materials in a manner inconsistent with federal and state laws, including without limitation the CAN-SPAM Act of 2003 (15 U.S.C. §§ 7701-7713 and 18 U.S.C. § 1037). These materials include without limitation mass or bulk e-mail, numerous copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content. We reserve the right, in our sole discretion, to determine whether such postings or transmissions constitute an advertisement, promotional material or any other form of solicitation in violation of such laws.
- k) **NO "HACKING"** You agree that you will not use, nor allow others to use, the Wi-Fi Service to access the accounts of others or to attempt to penetrate security measures of the Wi-Fi Service or access any other person's computer or computer system, software, data, confidential or proprietary information of others without the owner's knowledge and consent ("hacking") or to cause a disruption of service to other on-line users. You agree that you will not use, nor allow others to use, tools designed for compromising network security, such as password guessing programs, cracking tools, packet sniffers or network probing tools.

## TERMS AND CONDITIONS FOR NETWORK (continued)

- l) **NO SYSTEM DISRUPTION** You agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt, restrict, destroy, impair or create any unusually large burden, disrupt any backbone network nodes or network service used by McCormick Place or others. You also agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt other Internet service providers or services, including but not limited to by e-mail bombing or the use of mass mailing programs, viruses, locks, keys, worms, Trojan horse or other harmful or debilitating feature; distribute mass or unsolicited e-mail, including commercial advertising, announcements or junk mail; or otherwise generate large levels of traffic sufficient to impede other's ability to send or receive information.
- m) **NO IMPERSONATION OR FORGERY** You agree that you will not, nor allow others to, impersonate another user, falsify one's user name, age, digital or manual signature or identity in e-mail or in any post or transmission to any newsgroup or mailing list or other similar groups or lists. You agree that you will not, nor allow others to, forge any message header of any electronic transmission, originating or passing through the Wi-Fi Service, or use an IP address not assigned to you.
- n) **NO ABUSE OF NEWSGROUPS** You agree that will not, nor allow others to, post a similar item to more than three (3) newsgroups or mailing lists. You agree that you will not, nor allow others to, post or transmit any private, third party e-mail to any newsgroup or mailing list without the explicit approval of the sender.
- o) **NO "VIRUSES"** You agree that you will not use, nor allow others to use, the Wi-Fi Service to restrict, inhibit, or otherwise interfere with the ability of any other person to use or enjoy the Wi-Fi Service or any features of the Wi-Fi Service, any Equipment or the Internet, regardless of intent, purpose or knowledge, including, without limitation, by posting or transmitting any information or software which contain computer "viruses," worms, "Trojan horses" or other harmful software programs and that you will use your best efforts to prevent the unintentional transmission of such viruses.
- p) **Wi-Fi MONITORING.** McCormick Place reserves the right at any time to monitor bandwidth, usage, transmissions, and content on the Wi-Fi Service from time to time; to seek or identify violations of this Policy; and/or to protect the network, the Wi-Fi Service and McCormick Place users. McCormick Place may not, however, routinely monitor the activity of your Wi-Fi Service account for violations of this Acceptable Use Policy. McCormick Place's failure to enforce this Acceptable Use Policy, for whatever reason, shall not be construed as a waiver of any right to do so at any time. You agree that any portion of this Acceptable Use Policy held invalid or unenforceable will as much as possible be construed consistent with the intent and applicable law; the remaining portions of this Acceptable Use Policy will remain in full force and effect.

- 4. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
- 5. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.

## TERMS AND CONDITIONS FOR NETWORK (continued)

6. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, its board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.
7. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchant ability and the fitness for a particular purpose.
8. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
9. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.
10. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.
11. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: [www.mccormickplace.com](http://www.mccormickplace.com).
12. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

## **PAYMENT POLICY**

Your on- site representative must be aware of this payment policy and be prepared to make payment upon installation of technology services. **Payment must be made by credit card, company check, travelers check or cash.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If an agent is hired to handle display and/or billing for any services, the exhibiting firm and its agent must complete the section entitled **THIRD PARTY AUTHORIZATION** on the Order and Payment Summary Form. Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

## **CANCELLATION POLICY**

For full cancellation of all technology services ordered, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.

For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, a cancellation fee of 10% plus the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged.

For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

## **LIMITATION OF LIABILITY**

**Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.**

## **SUBMITTING YOUR ORDER**

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO:  
"MCCORMICK PLACE / SMG"**

1. Online: [www.mccormickplace.com](http://www.mccormickplace.com)
2. US mail/First Class Mail/Couriers or Overnight Express (remember to allow ten days):  
Metropolitan Pier and Exposition Authority • McCormick Place/SMG  
301 E. Cermak Road • Chicago, IL 60616
3. Fax: (312) 791-6159  
You may fax your complete order information. The Technology Services department will return a confirmation notice of receipt of your faxed order confirmation.
4. Wire Transfer:  
JPMorgan Chase • Chicago, IL 60603 • ABA # 021-000-021 • Account # 937524601 • Attn: SMG McCormick Place Depository  
**All wire transfers should include the following information:**
  - Your company name • The event/show name • Your booth/space number

|                                     |
|-------------------------------------|
| Federal Tax ID Number: 366009091    |
| Illinois Tax ID Number: E9988509303 |

## ORDER AND PAYMENT SUMMARY FORM

|                       |               |          |
|-----------------------|---------------|----------|
| COMPANY NAME:         | BOOTH #:      | SQ. FT.: |
| ADDRESS:              | PHONE #:      |          |
| CITY:                 | STATE:        | ZIP:     |
|                       |               | FAX #:   |
| TODAY'S DATE:         |               |          |
| ON-SITE CONTACT NAME: | CELL #:       |          |
| EMAIL ADDRESS:        | SUBMITTED BY: |          |

|                |                  |                                                   |            |
|----------------|------------------|---------------------------------------------------|------------|
| EVENT NAME:    | FMI Connect 2015 | DATE RECEIVED: <small>FOR OFFICE USE ONLY</small> |            |
| EVENT CODE:    | 27147            | ORDER #:                                          |            |
| DEADLINE DATE: | May 22, 2015     | CUST #:                                           | CK AMT \$: |
| EVENT DATES:   | June 8-11, 2015  | BATCH #:                                          | CK#:       |

WHEN ORDERING ANY TECHNOLOGY SERVICE, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOORPLAN TEMPLATE AND THE SERVICE ORDER FORM(S). PLEASE INDICATE BELOW THE METHOD OF PAYMENT. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.  
**REGARDLESS OF THE METHOD OF PAYMENT YOU SELECT, AN APPROVED CREDIT CARD MUST BE ON FILE.**

PLEASE MARK APPROPRIATE BOXES BELOW.

COMPANY CHECK NUMBER \_\_\_\_\_ ☐ WIRE TRANSFER ☐ CREDIT CARD

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK, MAKE CHECKS PAYABLE TO: MCCORMICK PLACE/SMG**

☐ THIS AUTHORIZATION WILL BE USED TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVES AND ANY ASSOCIATED MEETING ROOM COSTS. THESE CHARGES MAY INCLUDE LABOR, MATERIAL AND TELEPHONE USAGE. PLEASE COMPLETE THE INFORMATION BELOW.

OR

☐ FULL ORDER PAYMENT IS ENCLOSED. THE CREDIT CARD INFORMATION BELOW IS REQUIRED TO BE KEPT ON FILE. YOUR CREDIT CARD WILL NOT BE CHARGED UNLESS THERE IS AN OUTSTANDING BALANCE ON YOUR ACCOUNT AT THE END OF YOUR SHOW AND PAYMENT IS NOT RECEIVED FOR SUCH BALANCE PRIOR TO YOU LEAVING OUR FACILITY.

### EXHIBITOR AUTHORIZATION

|                                               |                                              |
|-----------------------------------------------|----------------------------------------------|
| CREDIT CARD NO.:                              |                                              |
| EXPIRATION DATE:                              |                                              |
| <input type="checkbox"/> PERSONAL CREDIT CARD | <input type="checkbox"/> COMPANY CREDIT CARD |
| CARDHOLDER'S NAME (PRINT):                    |                                              |
| CARDHOLDER'S SIGNATURE:                       |                                              |
| BILLING ADDRESS:                              |                                              |
| CITY/STATE/PROVINCE/ZIP:                      |                                              |
| PHONE (EXT):                                  | FAX:                                         |

PLEASE CALCULATE YOUR SUB-TOTAL FROM EACH SECTION IN THE AREA BELOW

|                    |           |
|--------------------|-----------|
| Telephone          | \$        |
| Cable TV           | \$        |
| Internet           | \$        |
| *Tel/Internet tax  | \$        |
| <b>GRAND TOTAL</b> | <b>\$</b> |

**PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE**  
**Order and Full Payment Must Be Received By Deadline Date for Advance Rate.**

**Labor Not Included**

☐ FOR THE USE OF AN EXHIBITOR APPOINTED CONTACTOR:  
 WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF THE CHARGES. IN THE EVENT THAT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY.

### THIRD PARTY AUTHORIZATION

|                                               |                                              |
|-----------------------------------------------|----------------------------------------------|
| CREDIT CARD NO.:                              |                                              |
| EXPIRATION DATE:                              |                                              |
| <input type="checkbox"/> PERSONAL CREDIT CARD | <input type="checkbox"/> COMPANY CREDIT CARD |
| CARDHOLDER'S NAME (PRINT):                    |                                              |
| CARDHOLDER'S SIGNATURE:                       |                                              |
| BILLING ADDRESS:                              |                                              |
| CITY/STATE/PROVINCE/ZIP:                      |                                              |
| PHONE (EXT):                                  | FAX:                                         |

**Your signature indicates that you have read and Fully understand our payment policy, terms and conditions.**

Signature: \_\_\_\_\_

# INTERNET SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| EVENT NAME: <b>FMI Connect 2015</b> | EVENT DATES: <b>June 8-11, 2015</b> |
| COMPANY NAME:                       | BOOTH #:                      DATE: |
| PHONE #:                            | EMAIL ADDRESS:                      |

## DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by our Installers on a time and materials basis. You must supply all necessary hardware and software. PLEASE REFER TO PAGE 3 FOR A DESCRIPTION OF SERVICES OR CALL (312) 791-6113.

| CODE | QTY | DESCRIPTION                        | ADVANCE RATE<br>PER UNIT | STANDARD RATE<br>PER UNIT | TOTAL |
|------|-----|------------------------------------|--------------------------|---------------------------|-------|
| 3401 |     | Associate Class Wired Service      | \$500.00                 | \$625.00                  |       |
| 3402 |     | Executive Class Wired Service      | \$1,200.00               | \$1,500.00                |       |
| 3403 |     | Executive Class Plus Wired Service | \$1,400.00               | \$1,750.00                |       |

## DEDICATED WIRED INTERNET SERVICES

|      |  |                   |            |             |  |
|------|--|-------------------|------------|-------------|--|
| 3404 |  | 1.54 mbps Service | \$3,510.00 | \$4,390.00  |  |
| 3405 |  | 3.0 mbps Service  | \$5,700.00 | \$7,125.00  |  |
| 3406 |  | 6.0 mbps Service  | \$8,700.00 | \$10,875.00 |  |

Dedicated Services Greater than 6.0 Mbps  
Please call us at (312) 791-6113

|      |  |                                                                                                                            |                                                                  |                                                                  |  |
|------|--|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|--|
| 3354 |  | Additional TCP/IP Address                                                                                                  | \$125.00                                                         | \$160.00                                                         |  |
| 3358 |  | Hub Rental – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties. | \$125.00 – 8 ports<br>\$200.00 – 16 ports<br>\$250.00 – 24 ports | \$160.00 – 8 ports<br>\$250.00 – 16 ports<br>\$315.00 – 24 ports |  |
| 3376 |  |                                                                                                                            |                                                                  |                                                                  |  |
| 3377 |  |                                                                                                                            |                                                                  |                                                                  |  |
| 3367 |  | Firewall Rental – We offer Cisco Pix @ firewalls. Includes basic programming.                                              | \$625.00                                                         | \$780.00                                                         |  |

## WIRELESS INTERNET SERVICES

|      |  |                                                                                                                                                 |          |          |  |
|------|--|-------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|--|
| 3410 |  | VIP Wireless Service - Contact us for multi-user pricing.<br><b>To utilize the VIP Class Wireless service your device must support 5.0 GHz.</b> | \$300.00 | \$375.00 |  |
|------|--|-------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|--|

**SUB-TOTAL**

\*\* See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions.

\* One connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

\*\* See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions. \* One connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

## LABOR

**LABOR RATES ARE EFFECTIVE:  
June 1, 2015 – May 31, 2016**

|               |          |
|---------------|----------|
| Straight Time | \$91.00  |
| Overtime      | \$133.00 |
| Double Time   | \$175.00 |

## TAX BREAKDOWN

|                      |       |
|----------------------|-------|
| State Excise         | 7%    |
| State Infrastructure | 0.50% |
| City Excise          | 7%    |

**Please note: Connecting a wireless access point is not permitted on the following service codes:**

- 3401 Associate Class
- 3402 Executive Class
- 3403 Executive Class Plus
- 3404 1.54mbps
- 3405 3.0 mbps

## DEADLINE DATE

Submit Your Complete Order and Full Payment  
by **MAY 22, 2015** to receive the Advanced Rate.

## WIRELESS ACCESS POINT WAIVER FORM

|               |                  |                |                 |
|---------------|------------------|----------------|-----------------|
| EVENT NAME:   | FMI Connect 2015 | EVENT DATES:   | June 8-11, 2015 |
| COMPANY NAME: |                  | BOOTH #:       | DATE:           |
| PHONE #:      |                  | EMAIL ADDRESS: |                 |

PLEASE COMPLETE ONE (1) FORM PER WIRELESS ACCESS POINT AND RETURN TO US BY **MAY 22, 2015.**

1. Have you ordered Internet Services? Yes ☐

If so, please provide your Technology Services Order Number:

(Located on the Service Order Confirmation email that you received after your Internet order was placed.)

2. What services have been ordered? (must be a Dedicated Wired Internet Service to qualify / 6 mbps or greater)

\_\_\_\_\_

3. Is your access point capable of manual power output and channel selection adjustments? Yes ☐ No ☐

Please List Technical Specifications:

AP MAC Address: \_\_\_\_\_

SSID: \_\_\_\_\_

AP Manufacturer: \_\_\_\_\_

AP Model: \_\_\_\_\_

Intended 2.4 Ghz Channel (please check one): 1 ☐ 6 ☐ 11 ☐

Intended 2.4 Ghz Signal Strength: \_\_\_\_\_

Intended 5 Ghz Channel: \_\_\_\_\_

Intended 5 Ghz Signal Strength: \_\_\_\_\_

Intended Mounting Height: \_\_\_\_\_

Your signature indicates that you have read and fully understand our terms and conditions as stated in pages 4-5.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

***Please contact us for assistance.***

(312) 791-6113 (Call Center)

(312) 791-6159 (Fax)

[technology@mccormickplace.com](mailto:technology@mccormickplace.com) (E-Mail)

Order Technology Services On-Line At [www.mccormickplace.com](http://www.mccormickplace.com)

# TELEPHONE / CABLE SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| EVENT NAME: <b>FMI Connect 2015</b> | EVENT DATES: <b>June 8-11, 2015</b> |
| COMPANY NAME:                       | BOOTH #:                      DATE: |
| PHONE #:                            | EMAIL ADDRESS:                      |

## TELEPHONE SERVICES

| CODE | QTY | DESCRIPTION                                                                                                                                                                                          | ADVANCE RATE<br>PER UNIT | STANDARD RATE<br>PER UNIT | TOTAL            |
|------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|------------------|
| 3310 |     | SINGLE LINE MAIN* – includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.                   | \$290.00                 | \$435.00                  |                  |
| 3321 |     | SINGLE LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.                                                      | \$140.00                 | \$210.00                  |                  |
| 3315 |     | MULTI-LINE MAIN* – Includes voicemail (by request) and use of telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service. | \$620.00                 | \$930.00                  |                  |
| 3322 |     | MULTI-LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.                                                       | \$315.00                 | \$475.00                  |                  |
| N/A  |     | USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.                                                                                                                        | \$300.00                 | \$300.00                  |                  |
| 3311 |     | (Voice Mail) Per Single Line Telephone                                                                                                                                                               | \$60.00                  | \$90.00                   |                  |
| 3319 |     | OTHER CARRIER SERVICES                                                                                                                                                                               | \$265.00                 | \$398.00                  |                  |
| 3340 |     | POLYCOM SOUND STATION - Line charge is separate (electrical service required)                                                                                                                        | \$210.00                 | \$210.00                  |                  |
| 3337 |     | SINGLE LINE SPEAKER – Line charge is separate                                                                                                                                                        | \$12.00                  | \$18.00                   |                  |
|      |     |                                                                                                                                                                                                      |                          |                           | <b>SUB-TOTAL</b> |

Do you want your telephone number published in the Event Directory?    Yes ☐    No ☐

If yes, please print how your company's name should appear : \_\_\_\_\_

## CABLE TELEVISION SERVICES

South & West Buildings Only

| Code | Qty | Description                                    | Advance Rate<br>Per Unit | Standard Rate Per Unit | Total            |
|------|-----|------------------------------------------------|--------------------------|------------------------|------------------|
| 1560 |     | CABLE ACCESS                                   | \$245.00                 | \$368.00               |                  |
| 1570 |     | EACH ADD. CONNECTION/EXT FROM THE MAIN SERVICE | \$32.00                  | \$47.00                |                  |
| 3319 |     | OTHER CARRIER SERVICES                         | \$265.00                 | \$398.00               |                  |
|      |     |                                                |                          |                        | <b>SUB-TOTAL</b> |

In an ongoing effort to make McCormick Place a simple place to do business, telephone services now includes:

- Unlimited Free Toll-free calls
- Unlimited Local (Chicago Metro Area) Calls
- Up to 100 minutes of Domestic Long Distance calls at no charge.

### DEADLINE DATE

Submit Your Complete Order and Full Payment  
by **MAY 22, 2015** to receive the Advanced Rate.

We will continue to charge for all international calls

## COMMUNICATION SERVICES LABOR TICKET

Please complete this form along with your Order and Payment Summary Form (pg. 8) if you require service installation by a specific date or networking/fanning out of CAT5 cables.

|                                                                                                                                      |                                      |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| EVENT NAME: <b>FMI Connect 2015</b>                                                                                                  | EVENT DATES: <b>June 8-11, 2015</b>  |
| COMPANY NAME:                                                                                                                        | REQUESTED BY (Name):                 |
| BOOTH #:                                                                                                                             | DATE:                                |
| BUILDING : <input type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input type="checkbox"/> EAST <input type="checkbox"/> WEST |                                      |
| THE LINE BELOW IS FOR INTERNAL USE                                                                                                   |                                      |
| WORK ORDER #:                                                                                                                        | MCCORMICK PLACE ASSIGNED PHONE #'S : |

**DATE & TIME LABOR REQUESTED:** \_\_\_\_\_

**DESCRIPTION OF WORK:**

☐ Pre-wire booth prior/early installation

☐ Install inside booth wiring for customer owned phone system

☐ Fanning out network (Internet/fiber/etc.) drops inside booth

☐ Other: Please specify \_\_\_\_\_

THE TABLE BELOW IS FOR INTERNAL USE

| Date | Technician | Straight Time Hours<br>Code 3930 @ \$91.00 | Overtime Hours<br>Code 3940 @ \$133.00 | Double time Hours<br>Code 3950 @ \$175.00 | Inbound or Outbound Labor<br>(Designate below) |
|------|------------|--------------------------------------------|----------------------------------------|-------------------------------------------|------------------------------------------------|
|      |            |                                            |                                        |                                           |                                                |
|      |            |                                            |                                        |                                           |                                                |
|      |            |                                            |                                        |                                           |                                                |
|      |            |                                            |                                        |                                           |                                                |
|      |            |                                            |                                        |                                           |                                                |
|      |            |                                            |                                        |                                           |                                                |

**I acknowledge that by signing this ticket I agree to pay the total charges at the time of invoicing.**

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Technology Services Routing Instructions**

**Original:** Keep in show site folder

**Copy:** fax copy to the telephone equipment room.

**Total Amount \$**

**Please call us if you would like assistance completing this form (312) 791-6113.**

## FLOOR PLAN TEMPLATE

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| Event Name: <u>FMI Connect 2015</u> | Event Dates: <u>June 8-11, 2015</u> |
| Deadline Date: <u>May 22, 2015</u>  | Company Name: _____                 |
| Booth #: _____                      | Phone #: _____                      |
| Fax #: _____                        | On-Site Contact Name: _____         |
| Contact Arrival Date: _____         |                                     |
| Equipment Delivery Date: _____      | Carpet Installation Date: _____     |

Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, your office phone and fax #s, your on-site contact and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service

**TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.**

**1 square = 1 square foot (Unless otherwise noted)**

Back of Booth

Adjacent Booth #  
\_\_\_\_\_

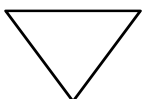
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Adjacent Booth #  
\_\_\_\_\_

Aisle



- TELEPHONE JACKS



- INTERNET ACCESS

**BOOTH DIMENSIONS:**

\_\_\_\_\_ (L) X \_\_\_\_\_ (W)

## **FACILITY REGULATIONS**

### **Animals and Pets**

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the McCormick Place Event Manager at (312) 791-6317.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Loss Prevention Manager at (312) 791-7113.

### **Balloons and Radio-Operated Air Devices**

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their effect on the fire detection systems.

### **Smoking**

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

### **Exhibits in Meeting Rooms**

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Manager at (312) 791-6317 for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

## Hanging Items

Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

All requests for hanging items must be reviewed and approved by Show Management.

The responsibility to hang an item is shared by your general service contractor and the utility provider.

*NOTE: Items weighing 500 lbs or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.*

- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

## Parking / ASUV Program

To register for the ASUV self-loading/unloading program and/or purchase parking permits online review our Automobile and Small Utility Vehicle (ASUV) Program at:

[www.mccormickplace.com/exhibitors/asuv.php](http://www.mccormickplace.com/exhibitors/asuv.php)

### Option 1 - Self-loading/Unloading ASUV

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event.

### Option 2 - ASUV Valet

ASUV valet parking is available with your Exhibitor Guaranteed Parking Permit.

### Option 3 - Exhibitor Guaranteed Parking

Also, a limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity.

## **FIRE AND SAFETY REGULATIONS**

Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.

Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

If you have any questions or need fire code information please call the Fire & Safety Manager at (312) 791-6079.

### **Booth Staging**

In addition to equipment and furniture placed within a booth space, Exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

**The following restrictions must be observed when staging these additional items:**

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.
- Fire Safety personnel will patrol the exhibit area. If anyone is in violation a written notice will be given to the exhibitor.

### **Fire Retardancy**

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.
- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.

## Open Flame Devices

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by the McCormick Place Fire Safety Manager, the Fire Prevention Bureau, the Fire Marshal and Show Management.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with 24 inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

## Hazardous Demonstration/Display Materials/Pyrotechnics

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Assistant Director of Fire Safety.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
  - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
  - All fuel transfers must use safety cans.
- When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by OSHA requires pre-approval and must be accompanied with the appropriate Material Safety Data Sheet (MSDS). McCormick Place Fire Safety Office will need copies of the MSDS before the materials arrive.

## Prohibited Materials

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

## Cooking and Heat-Generating Devices

If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2 – A :10 – B : C ABC-type fire extinguisher is required in such exhibits.

## Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

## Vehicle Displays

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the McCormick Place Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

## Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your official service contractor manages hazardous material removal. However, the McCormick Place Event Management Department can provide contractor names specializing in this service. Exhibitors are responsible to make their own arrangements.

## Multi-Level Booths or Ceilings (including tents)

*Double-decker* booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

### Booths fall into one of the five following booth formats:

- Format 1:** Exhibits with two stories under 225 square feet
- Format 2:** Exhibits with two stories at or over 225 square feet
- Format 3:** Exhibits with ceilings under 225 square feet
- Format 4:** Exhibits with ceilings at or over 225 square feet
- Format 5:** Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1–4, you will need to comply with the fire code items marked *yes* on the following table:

**Fire Code Compliance**  
**Exhibits with Multiple Levels or Ceilings**

| Fire Code Item                | Booth Format |     |     |     |
|-------------------------------|--------------|-----|-----|-----|
|                               | 1            | 2   | 3   | 4   |
|                               |              |     |     |     |
| <b>1. Max. Dimensions</b>     | Yes          | Yes | No  | Yes |
| <b>2. Second Level</b>        | Yes          | Yes | No  | No  |
| <b>3. Exit Stairways</b>      | Yes          | Yes | No  | No  |
| <b>4. Smoke Detectors</b>     | Yes          | Yes | Yes | Yes |
| <b>5. Fire Extinguishers</b>  | Yes          | Yes | Yes | Yes |
| <b>6. Posted Certificate</b>  |              |     |     |     |
| <b>of Fire Retardancy</b>     | No           | Yes | No  | Yes |
| <b>7. Certified Approval</b>  | Yes          | Yes | No  | Yes |
|                               |              |     |     |     |
| <b>8. Fire Marshal Review</b> | Yes          | Yes | Yes | Yes |

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

## Fire Code Items for Multiple Level Booths

- **Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- **Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- **Staircases:** Staircases between levels must be in compliance with the Americans With Disabilities Act and meet the following requirements:
  - Minimum of 3 feet in width
  - Provide a handrail on at least one side
  - Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
  - Not be spiral or winding
  - If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- **Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2 pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- **Certified Approval:** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- **Fire Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
- **Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Assistant Director of Fire Safety.
- **Americans with Disabilities Act:** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Assistant Director of Fire Safety.